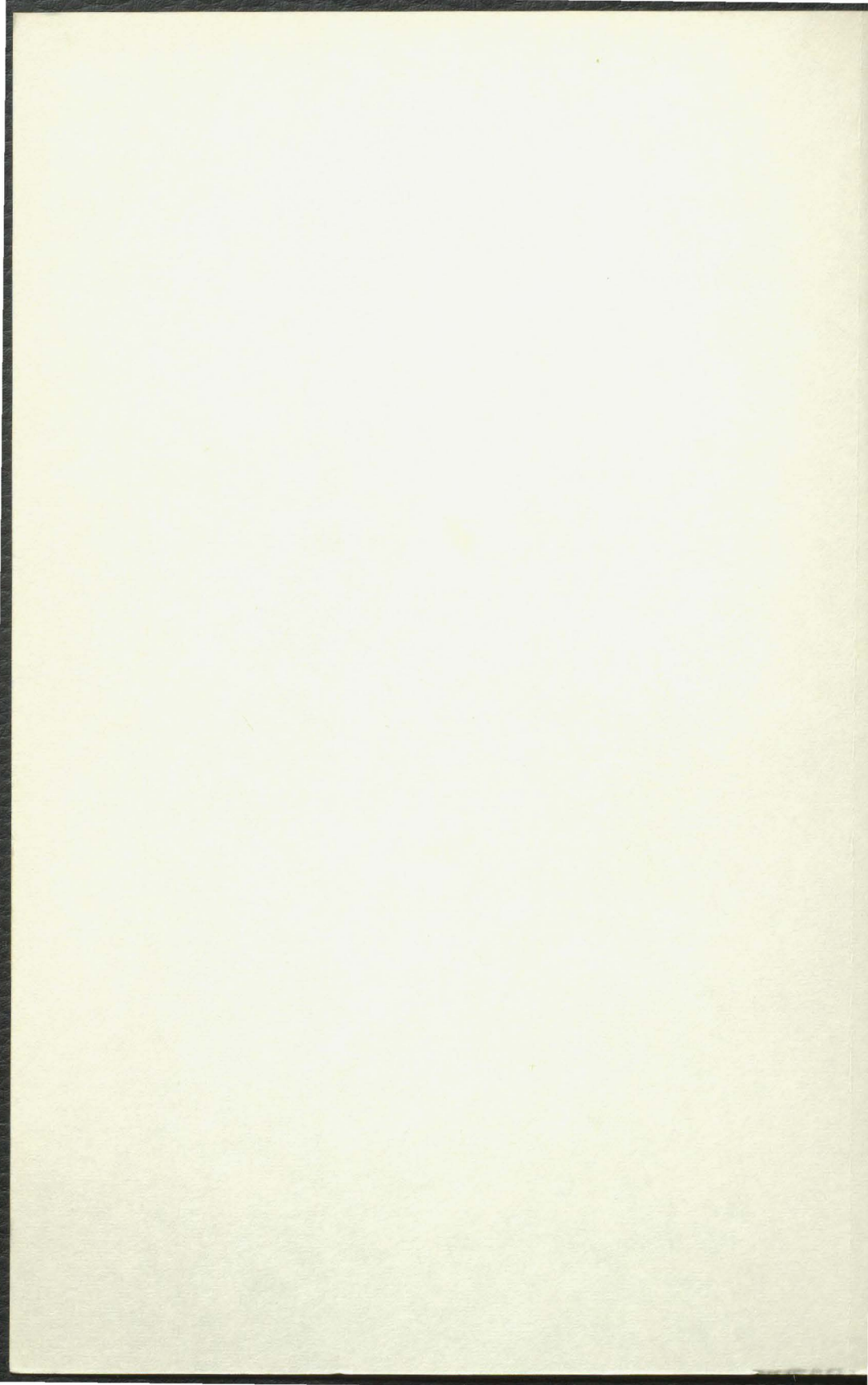


# Mary Washington College

ARCHIVES

## Student Handbook 1976 - 77





**STUDENT HANDBOOK**  
**1976-77**

**THE STUDENT ASSOCIATION**  
**OF**  
**MARY WASHINGTON COLLEGE**  
Fredericksburg, Virginia

Mary Washington College Bulletin, Student Handbook Issue,  
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Virginia.



This *handbook* has been prepared so that Mary Washington College students may have a better understanding of their institution. For more comprehensive information students should consult the College catalogue, the appropriate College official or office.

## AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY

Mary Washington College is committed to the concept that all people shall have an opportunity to develop and work to the limits of their abilities. The College does not discriminate on the bases of sex, race, age, religion or national origin in admitting and housing students nor in employing and promoting faculty and staff members. It is expected that each student who enrolls at Mary Washington College will uphold these ideals of equality.



STATEMENT OF RIGHTS AND RESPONSIBILITIES  
OF  
MEMBERS OF THE COLLEGE COMMUNITY

Members of the College community have responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the academic community.

All members share the obligation to respect the right to freedom of inquiry, of religion, of speech, of press, of peaceful assemblage or association and of petition to the institution for a redress of grievances.

The rights of members of the College community shall not be denied or abridged on account of race, color, creed or sex.

The members of the College community have the right to be secure in their persons, residences, offices, papers and effects, against unreasonable searches and seizures.

All members of the College community have the right to due process in matters concerning discipline or status as members of the College community.

All members of the College community have other responsibilities and rights incident to the educational process and to the requirements of the search for truth and its free presentation.

The enumeration of the rights and responsibilities outlined in this statement shall not be construed to deny or disparage others retained by the members of the College community.

The term "member of the College community" embraces the College as an institution, the faculty as a body and all members of the administration, faculty, staff and student body in their official and individual capacities.

## ALMA MATER

*All hail, dear Alma Mater  
We sing our praise to you,  
High on Marye's Hilltop  
You stand forever true;  
Born in truth and honor  
You ever more shall be,  
The model of our future years  
And all eternity.*

*Whene'er we have to leave you  
We never will forget,  
The lessons you have taught us,  
And all the friends we've met;  
And we your sons and daughters  
Will hold your name on high,  
So here's to Mary Washington;  
Our love will never die.*

*Irene Taylor '47*

*Jean Crotty '47*

## COLLEGE CALENDAR 1976-77

### First Semester

Friday, August 27 — Residence halls open 9:00 a.m. for new students who have **not** participated in a summer orientation program. Orientation begins 1:00 p.m. for this group.

Saturday, August 28 — Residence halls open 9:00 a.m. for new students who have participated in a summer orientation program. Student Association orientation for all new students begins 1:00 p.m.

Sunday, August 29 — Residence halls open 9:00 a.m. for returning students.

Monday, August 30 — Registration 8:30 a.m. - 4:30 p.m., 7:00 p.m. - 8:30 p.m.

Tuesday, August 31 — Classes begin.

Tuesday, September 7 — Last day to add courses.

Tuesday, September 14 — Last day to change pass/fail.

Tuesday, September 28 — Last day to drop courses without penalty.

Friday - Sunday, October 1 - 3 — Family Weekend.

Friday, October 8 — Mid-semester vacation begins 5:45 p.m. Residence halls close 6:30 p.m.

Wednesday, October 13 — Mid-semester vacation ends 8:00 a.m. (Residence halls open 1:30 p.m., October 12.) Mid-semester grades due.

Thursday, October 14 — Career Day.

Thursday, November 18 — Last day to drop courses without automatic F.

Wednesday, November 24 — Thanksgiving holiday begins 12:05 p.m. Residence halls close 2:00 p.m.

Monday, November 29 — Thanksgiving holiday ends 8:00 a.m. (Residence halls open 1:30 p.m., November 28.)

Friday - Saturday, December 10 - 11 — Reading Days.



Monday - Saturday, December 13 - 18 — Examinations. Residence halls close 6:30 p.m., December 18.

Tuesday, December 28 — Grades due in Registrar's Office by 10:00 a.m.

## **Second Semester**

Tuesday, January 11 — Residence halls open 1:30 p.m.

Wednesday, January 12 — New student advising, 9:00 a.m. - 12:00 noon. Registration 8:30 a.m. - 4:30 p.m., 7:00 p.m. - 8:30 p.m.

Thursday, January 13 — Classes begin.

Thursday, January 20 — Last day to add courses.

Thursday, January 27 — Last day to change pass/fail.

Thursday, February 10 — Last day to drop courses without penalty.

Thursday, February 17 — Major Counseling Afternoon.

Tuesday, March 1 — Mid-semester grades due.

Friday, March 4 — Spring vacation begins 5:45 p.m. Residence halls close 6:30 p.m.

Monday, March 14 — Classes resume 8:00 a.m. (Residence halls open 1:30 p.m., March 13.)

Tuesday, April 5 — Last day to drop courses without automatic F.

Thursday - Friday, April 28 - 29 — Reading Days.

Saturday - Friday, April 30 - May 6 — Examinations. Residence halls close 6:30 p.m. on May 6 for students who are not candidates for graduation.

Monday, May 9 — Senior grades due, 4:00 p.m.

Thursday, May 12 — All grades due, 4:00 p.m.

Saturday, May 14 — Graduation. Residence halls close 9:00 p.m.

Dear Student,

Mary Washington College provides a liberal arts program that is designed to make each individual a student and an educator. Such a program should reflect the needs of an ever-changing society as it strives to meet the needs of the College community and the individual. Students, faculty and administrators work interdependently to maintain Mary Washington as a truly viable and relevant liberal arts college.

Change is an on-going process — one that is dynamic and, hopefully, always progressive. Each of us must strive to meet the personal and collective challenges offered inside and outside of the classroom. It is our responsibility as students to insure that change takes the medium of reform. Of all our human resources, the most precious is the desire to improve.

The Student Association provides the vehicle for students to become involved in the academic and social decision and change-making processes of the College. Your participation is needed to insure that the Student Association is an innovative and creative operation; one that is receptive and responsive to students' views and opinions. In addition to participation in any of the three branches of the Student Association, a student may become involved through Class Council, student-faculty committees, as a departmental representative or through Residential Council. All of these afford excellent opportunities for student participation.

The challenge for each student is to build a community that allows him to pursue knowledge and growth and carry it beyond the perimeters of the College. We must recognize the need for individual excellence within the campus and community. We are a community that recognizes the need for progressive change and we must accept that change as a challenge.

Welcome to our community.

Sincerely yours,

A handwritten signature in cursive script that reads "Gwen E. Phillips".

Gwen E. Phillips  
Student Association President  
1976-1977

Dear Fellow Students,

As students of Mary Washington College we have chosen to live under its Honor System. It is more than a tradition; it is a trust that provides a background for the academic freedom necessary for the pursuit of our education.

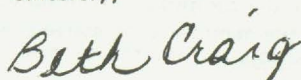
For, while the basic tenets are found in the Constitution, one soon finds that the whole idea of the system involves much more. Here at Mary Washington each student has the right to expect honorable conduct from his fellow students.

The pursuit of knowledge and the preservation of human dignity on our campus can be obtained only through the cooperation of each student in supporting the Honor Code.

Our Honor System has endured through the years because it best suits the way we live. But above all, the Honor System at Mary Washington is a way of life to be guarded and treasured.

With every wish for a happy, successful year.

Sincerely,

A handwritten signature in cursive script that reads "Beth Craig". The signature is written in dark ink and is positioned above the printed name and title.

Beth Craig  
President, Honor Council  
1976-1977



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Dear Students:

Mary Washington College is an outstanding undergraduate institution offering a broad scope of educational, cultural, social and service opportunities. It is my hope that each of you will seek to benefit in full from the many programs and resources of the College.

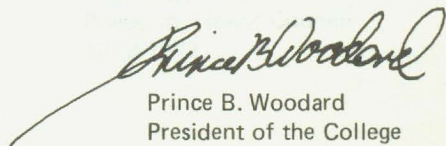
The Board of Visitors, Administration and Faculty of the College are proud of the Honor System under which the students of Mary Washington have chosen to live. The Honor Code and Honor System have their full support.

Similarly, the Student Association is an effective organization through which the student body may assume considerable responsibility for self-government and share with the Faculty and Administration responsibility for promoting the objectives of Mary Washington. I urge each of you to be active participants in your Student Association.

All members of the College community (students, faculty, administrative and service personnel) are expected to uphold standards which reflect credit to themselves and the institution. College rules and regulations are kept to the minimum necessary to insure a campus environment which is safe, comfortable and supportive of the objectives of the College. This *Student Handbook*, as well as other publications, presents the policies and regulations of Mary Washington College applicable to students and other members of the College community.

I welcome the opportunity to be of every possible service to each of you. My best wishes for a successful 1976-77 year at Mary Washington.

Sincerely,

A handwritten signature in dark ink, appearing to read "Prince B. Woodard", with a long, sweeping underline that extends to the left.

Prince B. Woodard  
President of the College

# College Organization

The section which follows provides a brief overview of the administrative organization of the College.

## **PRESIDENT**

The President is the chief executive, administrative and academic officer of the College. He is appointed by and is responsible to the Board of Visitors of Mary Washington College and recommends to the Board those policies and programs which he feels will best promote the interests of the College. The President is charged to exercise such general authority and control over the assets, affairs and programs of the College as shall be needed for its proper operation in conformity with the policies established by the Board. He is responsible for the regulation of the various aspects of student life at the College, including student discipline.

## **VICE PRESIDENT**

The Vice President coordinates and supervises a variety of administrative functions of the College, and, in the absence of the President, acts in his behalf in consultation with the appropriate officials of the College. He serves as the College Personnel and Affirmative Action/Equal Employment Opportunity Officer. Operations under his supervision include Information and Reprographic Services, Communications, Infirmary and College Police. The Vice President performs special assignments as requested by the President.



## **VICE PRESIDENT FOR DEVELOPMENT AND MANAGEMENT INFORMATION SYSTEMS**

The Vice President directs the management planning activities of the College and coordinates institutional studies. He is responsible for College reports to State and Federal agencies and the non-instructional computer operations and data information system of the institution. Supervision and coordination of the College development program is a major function of the Vice President.

## **DEAN OF THE COLLEGE AND ASSISTANT DEANS**

The Dean of the College is concerned primarily with policies and procedures affecting the academic program of the College. This includes responsibility for faculty recruitment, the instructional budget, academic requirements, awards and honors, academic records and academic probation and suspension. Students seeking exceptions to academic regulations should consult the Dean. Two assistant Deans are responsible for directing specific elements of the academic operation of the College.

The Assistant Dean for Student Advising is responsible for the overall supervision and coordination of the Academic Advising Program, the Counseling Center and Career Placement Services. Students seeking advice on the selection, adding or dropping of courses should consult this administrative office.

Students requesting leaves of absence or seeking advice on academic probation or suspension rules may consult either the Dean or the Assistant Dean for Student Advising.

The Assistant Dean for Instruction is responsible for scheduling the instructional program of the College and directing the summer session. Students seeking advanced standing, credit by examination, advice on special majors, funding for independent study projects or having suggestions for academic innovations and improvements should consult the Assistant Dean for Instruction.

## **COMPTROLLER**

The Comptroller is the chief fiscal officer of the College. Specific duties and responsibilities include the preparation of annual and biennial budgets, maintenance of all fiscal records of the College, purchasing and disbursing, payroll and student activity accounts. In addition, he is responsible for the overall maintenance of the physical plant and the operation of the auxiliary enterprises.

## **DEAN OF ADMISSIONS AND FINANCIAL AID**

The Dean of Admissions and Financial Aid is responsible for all matters pertaining to admission and readmission of students. This officer supervises the student financial aid program of the College, including scholarships, loans and part-time employment for students. Also, the Regional Scholarship Program is under the administration of the Dean of Admissions and Financial Aid.

## **DEAN OF STUDENT SERVICES**

The Dean of Student Services is responsible for non-academic activities for students and student housing procedures. This includes such functions as student room assignments, selection of Residential Directors, supervision of residential life and liaison with officers of the Student Association.

The Dean is responsible for developing, coordinating and implementing College-sponsored activities on and off campus, including the assignment of space and supportive services for student meetings and parties. Operating under the supervision of the Dean of Student Services is the Office of Student Activities in Ann Carter Lee Hall. This office maintains a College calendar which clears all final scheduling of on-campus events and issues tickets for the concert series and other similar events that require tickets for admission.

### **LIBRARIAN**

The Librarian is responsible for obtaining, preserving and making accessible to the College community all literary materials needed for study and research. She cooperates with the Deans and others in assuring that the Library provides adequate support for the academic program of the College.

### **DIRECTOR OF THE COUNSELING CENTER**

The Director of the Counseling Center is responsible for providing individual professional counseling, testing, guidance and psychological services to students who seek assistance or who are referred to the Center.

### **DIRECTOR OF CAREER PLACEMENT SERVICES**

The Director of Career Placement Services is responsible for the design, implementation and coordination of those activities which assist students in becoming aware of careers and employment opportunities and the means of obtaining the selected objectives.

### **REGISTRAR**

Under the supervision of the Dean of the College, the Office of the Registrar is responsible for semester registrations and for the recording, reporting and maintenance of all academic records.

### **DIRECTOR OF INTERSHIP PROGRAMS**

The Director of Internship Programs is responsible for developing and coordinating student internship positions in business, industry and government agencies. He serves as a liaison between the College, the academic department and the employer. Interns may work for pay, under the supervision of College faculty personnel, up to a full semester in approved positions with academic credit being awarded.



### **DIRECTOR OF INFORMATION SERVICES**

The Director of Information Services is responsible for the preparation and printing of major publications, the weekly *Bulletin* and selected audio/visual presentations about the College. News releases describing student and College activities are prepared in this office for local, state and national distribution by means of radio, television and the press.

### **COLLEGE PHYSICIAN**

The College Physician supervises the Infirmary services and staff and attends to the health and medical needs of residential students. He works closely with the Dean of Student Services, the Assistant Dean for Student Advising and the Director of the Counseling Center.

### **RESIDENCE HALL DIRECTORS**

Residence Hall Directors and Administrative Aides are responsible to the Dean of Student Services for the administration of the residential halls of the College.

# College Services

## **ACADEMIC ADVISING**

The Office of Assistant Dean for Academic Advising provides counseling on academic matters for freshman and sophomores. Four faculty members and the Assistant Dean staff the office, consult with students on programs, career possibilities and related academic matters. Twenty upperclass students join the staff before each registration period to help underclassmen individually plan their semester's schedule. A student may at any time affiliate with a department and be assigned a **pro tem** adviser who will informally counsel on departmental and career aspects of course selection. After three semesters of course work (43 semester hours or more) a student may declare a major, and he is assigned a faculty adviser from the department of his major.

## **BANKING**

A branch of the Farmers and Merchants Bank offering full banking services is located in Ann Carter Lee Hall, and students may maintain accounts here. Students are cautioned not to keep large sums of cash in their rooms.

## **BICYCLES**

A student may bring his bicycle to the College but must adhere to the rules governing bicycles as listed under **Regulations**. Parking racks are provided at each residential hall and classroom building.

## **BOOKSTORE**

The College Bookstore sells textbooks used in the academic

program. It also carries related instructional supplies, a few personal items, greeting cards, film, jewelry, etc. A large department is devoted to "trade" books — both hard and paperbacked — made up of current novels, classics and recommended outside reading. All transactions are on a cash basis.

## **BUILDING HOURS**

Generally speaking, when offices close and services cease, the buildings are locked. Exceptions are announced in advance when special functions are scheduled.

### **Academic Buildings**

When the College is in session, academic buildings are open from 7:30 a.m. to 9:30 p.m., Monday through Friday. On Saturday, buildings are open only for scheduled classes and by special arrangements on that day. No academic buildings are open regularly on Sunday. A building directory in the main hall of the first floor of each building lists the specific hours when the special-purpose classrooms, laboratories or studios are open for use by students.

### **George Washington Hall**

All administrative offices and the campus mail service are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **Goolrick Hall**

The recreational facilities of Goolrick Hall are available when not in scheduled use, from 8:00 a.m. to 10:00 p.m., Monday through Friday, and from 1:00 p.m. to 5:00 p.m., weekends.

### **Ann Carter Lee Hall**

Although certain services have specified hours, the student activities building is open generally from 7:30 a.m. to

11:00 p.m., Monday through Friday, and from 12:00 noon to 11:00 p.m., Saturdays.

**Bank**

A branch of a local bank is located in this building and is open from 9:00 a.m. to 2:00 p.m. Monday through Friday, and from 4:00 p.m. to 7:00 p.m. Friday afternoons.

**Bookstore**

The Bookstore is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

**Career Placement Services** (Located on the same floor as the Ballroom.)

Monday - Friday . . . . . 8:00 a.m. - 5:00 p.m.

**College Shop** (Located on the main floor, the "C" Shop consists of a pub and a short order grill and is open to all members of the College community and their guests.)

Monday - Friday . . . . . 9:00 a.m. - 11:00 p.m.

Saturday . . . . . 12:00 noon - 11:00 p.m.

Sunday . . . . . closed

**Day Students Lounge** (For exclusive use by nonresidential students as a study lounge; not open to dates.)

Monday - Friday . . . . . 7:00 a.m. - 11:00 p.m.

Saturday . . . . . 12:00 noon - 11:00 p.m.

Sunday . . . . . closed

**Lounge A** (Located on the same floor as the College Shop. Open to all students and their guests.)

Monday - Friday . . . . . 7:30 a.m. - 10:00 p.m.

Saturday . . . . . By appointment through the Office of Student Activities.



**Lounge B** (Located on the same floor as the Bookstore.)

Monday - Friday . . . . . 7:30 a.m. - 10:00 p.m.

Saturday . . . . . By appointment through the  
Office of Student Activities.

**Office of Student Activities** (Located on the same floor as the College Shop.)

Monday - Friday . . . . . 8:00 a.m. - 5:00 p.m.

Evenings . . . . . As needed.

Weekends . . . . . As needed.

**Reserve Parlor** (Located on the same floor as the College Shop.)

Available by advanced registration through the Office of Student Activities for College groups hosting distinguished visitors. Groups of no more than 30 persons may be accommodated.

### **Student Organizations**

Office hours for the Student Association, student publications and other organizations housed in Ann Carter Lee Hall are posted.

### **E. Lee Trinkle Library**

Monday - Thursday . . . . . 8:00 a.m. - 11:00 p.m.

Friday . . . . . 8:00 a.m. - 10:00 p.m.

Saturday . . . . . 8:00 a.m. - 5:00 p.m.

Sunday . . . . . 2:00 p.m. - 11:00 p.m.

### **CAREER PLACEMENT SERVICES**

The Office of Career Placement Services assists prospective seniors and alumni obtain career employment. To this end, a library is maintained which contains current employment materials from a variety of sources. The office sponsors Career Days, Career Seminars, Business and Industry Visitation and information about graduate schools and fellowships that are available to attend them.

On-campus job interviews are arranged with numerous representatives in business, industry, government and education. Information about summer employment opportunities is available.

### **COLLEGE BULLETIN**

Published weekly during the session, the *College Bulletin* contains announcements of forthcoming events, notices of general information, etc. It is distributed at the end of the week to boxes located in a prominent place in each academic building, and students may secure copies when in one of the buildings. Items to be included in the *Bulletin* must be received in the Office of Information Services not later than 1:00 p.m. on the Tuesday preceding the week the announcement is to appear.

### **COLLEGE POLICE**

The primary function of the Office of College Police is to protect students and College facilities and in general to aid in promoting safety and order on campus. The officers comprising the force have powers of arrest both on and off the campus for any violation of the Code of the Commonwealth of Virginia. The Office is located in Room 104B, Ann Carter Lee Hall and has personnel on duty 24 hours daily while the College is in session. The Office can be contacted by telephone on Extension 234.

### **COUNSELING AND GUIDANCE — COUNSELING CENTER**

The College seeks to provide adequate guidance and counseling without taking from the student the responsibility for making personal decisions.

For students with special problems the College offers, through the Counseling Center located in Hamlet House, psychological services on a full-time basis. Testing is available for the assessment of aptitude, interest and personality patterns as they relate to academic and career-oriented ex-

pectations and plans. The Counseling Center also receives students (for the most part self-referred) who have problems in personal, emotional and social adjustment. The facilities of the Counseling Center are provided with complete assurance of confidentiality and on a non-fee basis to students seeking a Mary Washington College degree.

### **EMPLOYMENT AND FINANCIAL ASSISTANCE**

The College offers many opportunities for part-time employment. Most positions, which include those in the Library, residence halls, dining hall and faculty offices, pay approximately \$500 to \$700 for the nine-month session depending on the number of hours actually worked. Inquiries should be directed to the Office of Admissions and Financial Aid.

### **FIELD TRIPS**

Field trips in individual courses may be initiated by a professor when the activity is an integral and necessary part of the required classwork. The College does not, however, excuse students from classes that may be missed while participating in a field trip. Therefore, all trips must be planned at a time when participating students will not miss other classes, except as they may voluntarily choose to do so.

### **FOOD SERVICES (Dining Hall, College "C" Shop, Vending Machines)**

All residential students pay for complete meal service — three meals a day, seven days a week. Day students may pay the full semester charge and receive meal privileges. Meals are served in Seacobeck Hall.

#### **Hours of Seacobeck Dining Hall**

Monday — Friday

Breakfast . . . . . 7:00 a.m. - 8:00 a.m.

Late Breakfast . . . . . 8:00 a.m. - 10:00 a.m.

(Continental breakfast and cold cereal in the downstairs dining room.)



Lunch . . . . .	11:45 a.m. - 1:00 p.m.
Dinner . . . . .	5:00 p.m. - 6:00 p.m.
Saturday — Sunday	
Breakfast . . . . .	8:00 a.m. - 9:00 a.m.
Late Breakfast . . . . .	9:00 a.m. - 10:00 a.m.
(Continental breakfast and cold cereal in the upstairs dining room.)	
Dinner . . . . .	12:30 p.m. - 1:30 p.m.
Supper . . . . .	5:00 p.m. - 6:00 p.m.

Students may sign for invited guests and will be billed monthly for these charges.

**Meal Prices for Guests:**

Breakfast . . . . .	\$1.10
Lunch . . . . .	\$1.85
Dinner (including mid-day Sunday) . . . . .	\$2.25

The College "C" Shop, consisting of a pub and a short-order grill, is located in Ann Carter Lee Hall. The shop is open to all members of the College community and their guests.

**Hours of "C" Shop**

Monday - Friday . . . . .	9:00 a.m. - 11:00 p.m.
Saturday . . . . .	12:00 noon - 11:00 p.m.
Sunday . . . . .	closed

Snack foods and soft drinks are available also from vending machines in residence halls and most academic buildings.

**IDENTIFICATION CARDS**

Each student is provided an identification card and is required to present his card for admission to the dining hall, library and College-sponsored events, as well as for check-cashing purposes. The ID card is revalidated each semester for the student who is attending the College. The card is not



transferable, and falsification of data is an Honor Code offense. The cards are color coded; blue, residential student; yellow, nonresidential student; orange, part-time nonresidential student; white, staff; and, pink, part-time staff. Part-time staff and student members are not eligible for recreational use of Goolrick Hall, student body activities or campus-wide parties.

Police. A charge of five (\$5.00) is made to replace a lost card. A student who withdraws during a semester must surrender his card to the Registrar.

### **INFIRMARY**

All incoming residential students must have on file in the Infirmary a form reporting the results of a recent physical examination. Once received, these records are considered confidential and are available only to the medical staff.

The Infirmary provides, in general, emergency and diagnostic service and treats minor medical and surgical problems for residential students. Prolonged treatment, involved tests for complex symptoms, speciality services and routine physical examinations are referred to the family physician at home or to one of the appropriate specialists in Fredericksburg. The Infirmary does not provide for birth control measures.

A physician holds sick call in the Infirmary at 9:00 a.m. on Monday and Wednesday and at 1:00 p.m. Tuesday, Thursday and Friday. There is always a physician available on 24-hour call for emergencies and during weekends. Registered nurses are on duty 24 hours daily while the College is in session.

There is a Dental Surgeon and Orthodontist on the medical staff available for emergency conditions and problems. Arrangements for these services will be made by the nursing staff at the Infirmary. These specialists do not care for routine dental conditions; however, the nursing staff will assist students in obtaining a local dentist.

Admission to the Infirmary any time of the day or night may be recommended by the physician, nursing staff, Counseling Center, Dean of Student Services or by student request.

After 11:00 p.m. the Infirmary is locked, and a student must call before coming to the door. If the nurse is not at the door upon arrival, there is a lighted doorbell to ring. IF TRANSPORTATION IS NEEDED TO THE INFIRMARY, THE NURSE ON DUTY MUST BE CALLED, AND SHE WILL MAKE THE NECESSARY ARRANGEMENTS.

### LAUNDRY

Laundry service is included in the fees paid by residential students and is available to them at no additional charge. Coin-operated washers and driers are available in the residence halls. Specific rules for use of the College Laundry are listed under **College Regulations**.

### LIBRARY

E. Lee Trinkle Library contains more than 240,000 volumes, most of which are located in stacks open to Mary Washington College faculty, staff and students. A library handbook entitled *The Resources and Services of E. Lee Trinkle Library* is made available in the Library to each student. In the handbook can be found information and procedures concerning the arrangements of the Library and the use of its materials. In order to make the Library more meaningful to the student, a one-credit course covering bibliographical sources and research procedures is offered each semester.

In the section covering **College Regulations** can be found rules governing the use of the Library.

### LOST AND FOUND

The Lost and Found Service is administered by the College Police, Ann Carter Lee Hall. Students are urged to mark all belongings for ease in identification. All items found anywhere on campus should be turned in to the College Police between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. A record will be made, and

the finder furnished a copy. Lost items will be held for 60 days and then will be given to appropriate charities — or, if requested, the original finder may claim the item. Anyone losing an item may use the *College Bulletin* to advertise the loss. Such notices should be submitted in writing to the Office of Information Services.

### **MALE HOUSING ON WEEKENDS**

Provisions are made in Ann Carter Lee Hall to house by advance reservation male guests. Reservations are made in the Office of Student Activities (ACL); registration and payment is made in the Office of College Police (ACL). Male day students may rent a bed on a space available basis.

### **RECREATIONAL USE OF GOOLRICK HALL, TENNIS COURTS, GOLF COURSE AND PLAYING FIELDS**

The recreational facilities of Goolrick Hall, the tennis courts, golf course and playing fields are available for use by students, faculty members and employees when they are not in use for instructional or organized purposes. The building has an indoor swimming pool, a main and auxiliary gymnasium, a weight lifting room, handball court, indoor archery targets, a golf cage and sun decks. The times available will vary, but, in general, recreational use is from 6:00 p.m. to 10:00 p.m. Monday through Friday and from 1:00 p.m. to 5:00 p.m. on weekends. (**Swimming is permitted only when a lifeguard is on duty.**)

The procedures for the recreational use of Goolrick Hall are under **College Regulations**.

### **TELEPHONE SERVICE**

The telephone number of the College is Area Code 703, 373-7250. Each residential student will be given the extension number of the hall telephone nearest his room. Pay telephones are located on most floors of the residence halls, and these may be used by students for long-distance calls.



Only local and prepaid calls may be received through the switchboard. Unless incoming calls are placed person-to-person, toll charges begin the moment the College operator or another person answers. The switchboard is open from 7:00 a.m. to 12:00 midnight on Monday and from 8:00 a.m. to 12:00 midnight Tuesday through Sunday. Incoming calls are received only during these hours. Emergency calls after the closing of the switchboard are handled by the Dispatcher in the Office of College Police.

The telephones in the residence hall office are for official use and are not to be used by the students. Hall telephones are to be shared by everyone, and specific regulations for sharing may be established by the students of each residence hall.

Westmoreland Hall and the small houses are the only residence halls wired for outside telephone lines available for personal subscription. Contracts for private lines in these halls must be made directly with the telephone company.



# College Regulations

Mary Washington College is a community of scholars. As such, it must have rules and regulations so that each member of the community may live and work in a comfortable and productive environment. Because the College community is not isolated from other larger communities, it is also necessary for the entire College community including each member of the faculty, staff, student body and administration to abide by applicable Federal and State laws.

An environment of mutual trust is essential to the well-being of an academic community. As a result, the Honor System was created and has functioned successfully for many years on the campus of Mary Washington College. The philosophy of the Honor System, the Honor Constitution and related policies and procedures are described in this *Handbook* so that each member of the College community will understand fully his responsibility to the System.

An academic community should promote maximum opportunities for self-government. To this end, the College administration has delegated broad responsibility to the Student Association for the supervision and control of student life on the campus. All students of the College are members of this organization which is dedicated to promoting the standards and objectives of the College. The Student Association participates in the establishment of rules and regulations regarding certain aspects of the College operations, especially those in regard to residence halls, and has assumed responsibility for enforcing these and certain other College regulations. These rules are presented later in the section under the heading **Student Rules**.

## Administrative Regulations

Since the President of the College is charged with the responsibility for the regulation of all aspects of student life at the College, the College administration must insure that the campus environment remains safe, comfortable and supportive of the objectives and standards of the institution. The regulations contained in this section are for this purpose.

All students and other members of the College community are expected to uphold standards which reflect credit to themselves and the institution and to abide by all College rules and regulations. Should the conduct or action of a student, or group of students, be detrimental to the environment of the College, or interfere with the educational process or the operation of the institution, the President of the College is charged by the Board of Visitors to take such disciplinary action as he deems appropriate, including dismissal.

### ACCIDENT REPORTS

It is important that the Residence Director or Administrative Aide be notified immediately when an accident occurs involving injury to a residential student either off or on campus. The Residence Director or Administrative Aide will inform the Office of the Dean of Student Services.

When there has been injury of any kind, the student may seek medical aid in the College Infirmary.

### ADMINISTRATIVE HEARING

The Board of Visitors has charged the President of the College with the responsibility for student discipline and the regulation of the various aspects of student life at the College. The President has delegated to the Student Association the responsibility for supervising many phases of student life, including the formulation and enforcement of mutually-agreed-upon regulations. There are other regulations, however, for which the administration of the College must maintain

primary responsibility for enforcing. In addition, violations of local, State and Federal laws are subject to criminal prosecution by these bodies.

In situations where the President may take the initial disciplinary action, the student accused of a violation will be provided the opportunity for an Administrative Hearing prior to final action by the President.

The purpose of the Administrative Hearing is to provide the President with a full account of the circumstances and facts involved. The Hearing is not a judicial proceeding. The following procedures will be observed in regard to the Administrative Hearing:

1. The student charged with the violation will be notified in writing of the charge and the date, time and place of the Hearing.
2. Should there be more than one student charged with joint participation in a violation, each student will be provided the option of having an individual hearing.
3. The student may have any witnesses he may wish to speak in his behalf and he may, at his own expense, have an attorney.
4. The College may have in attendance an attorney and any witnesses it deems appropriate to present and substantiate the charge.
5. The President of the Student Association and the Judicial Chairman of the Student Association or their designees shall also be present as observers.
6. The President of the College, or the administrative officer acting in this capacity should the President be away from the institution for a sustained period, shall preside at the Hearing.
7. The Hearing procedure shall consist of the President's calling the Hearing to order, stating the charge and presenting witnesses. The accused will then make such statements as he desires regarding the charge and present his witnesses. When all parties have presented their facts,



the President shall adjourn the Hearing, and as soon thereafter as possible, arrive at his decision. The accused will be notified verbally and in writing of the decision and disciplinary action, if any, to be imposed.

### **ALCOHOLIC BEVERAGES**

The Code of Virginia states that persons between the ages of 18 and 21 may purchase, possess and consume only beer. Those 21 and older may purchase, possess and consume other alcoholic beverages. The purchase, possession and consumption of beer under the age of 18 and other beverages under the age of 21 are unlawful acts. The Code further states that consumption of any alcohol in public, except in duly licensed establishments, or being intoxicated in public are unlawful acts.

The College defines the student's room as private and the "C" Shop, Ballroom and Seacobeck basement as duly licensed establishments. All other areas on the campus and in the residence halls are public and non-licensed; therefore, it is unlawful to consume alcohol in these spaces except when prior approval has been obtained from the Dean of Student Services.

Acceptable standards of conduct at Mary Washington College include obeying the laws in the Code of Virginia. Violations on the campus will be handled by the campus judiciary system. Violations off the campus will be handled by the civil authorities.

### **AUTOMOBILE REGISTRATION AND PARKING REGULATIONS**

The general rules for registration of student automobiles and parking regulations are shown below. Full information is provided in a brochure available upon request from the Office of College Police.

1. All student cars, whether parked on campus or kept in town, including those operated by nonresidential



students, must be registered with the College Police (ACL Hall) within one week after the semester begins. The College registration sticker must be prominently displayed on the left rear bumper immediately after issue. Registrations are to be renewed each session.

2. Any student automobile operator under age 18 must have on file as a requirement of registration a signed statement from a parent or guardian indicating knowledge and comprehension of the regulations and granting the student permission to operate a motor vehicle at Mary Washington College and in the City of Fredericksburg.
3. The Office of College Police is to be advised when a vehicle is no longer owned or operated by the person to whom the registration sticker was issued, and the sticker must be removed from the car. Any changes in make, model or license numbers must also be reported.
4. Although the privilege of parking a car on campus is given only to certain upperclass students, other students producing evidence of need for transportation due to illness or disability may request permission in advance from the Office of College Police to use or to park cars on the campus. Such requests, whether for temporary or full-term parking permits, will be considered on their individual merits.
5. Parking spaces on Campus Drive and near each building are reserved for employees. Students may use designated areas, although the College cannot guarantee space for anyone. (Cars parked on College Avenue or Sunken Road should be on the College side of these public streets in deference to other property owners.)
6. Fines, payable to the College, will be assessed for parking violations, for failure to register vehicles, for improper display of decals, etc. After the third offense, the privilege of driving on campus is subject to revocation. (Fines are deposited in the Student Activities Fund from which the Student Association draws its appropriation.)

7. The College reserves the right to withdraw the privilege of car registration, or not to issue a parking permit, if it believes such action is in the best interest of the student and of the College.
8. The College assumes no responsibility for the care or protection of any vehicle or its contents at any time. All persons operating vehicles on the campus assume full responsibility for meeting legal requirements and for any liability or damage claims.
9. The motor vehicle regulations of Mary Washington College are in effect at all times, including vacation periods. Enforcement is the responsibility of the College Police.

### **BABYSITTING**

Students may not perform this service within the individual residence halls. No children or babies may be brought to the residence halls or campus for babysitting purposes.

### **BICYCLES**

Procedures for registering and storing bicycles on campus are:

1. All bicycles must be licensed in accordance with the regulations of the City of Fredericksburg and the College Police. A special time is scheduled on campus to register bicycles at the opening of the College.
2. Riders may not use campus or city sidewalks.
3. Bicycles must be parked in designated areas at each residence hall.
4. Bicycles may not be stored or parked in hallways, doorways or on porches.
5. Between the first and second semesters and during the semester breaks, students may store their bicycles in their rooms.
6. Bicycles may be stored over the summer in locations designated by the College Police. (Limited space available.)

7. Bicycles should be securely locked to racks when not in use.
8. A pamphlet detailing bicycle regulations is available upon request from the College Police.

### **CHANGE OF ADDRESS**

The change of a mailing address for student grade reports, billing and other purposes should be made according to the following conditions with the offices shown.

1. Before the beginning of the academic session for any purpose:
  - a. Dean of Admissions and Financial Aid.
2. After the beginning and during the academic session for:
  - a. Mailing grade reports: Registrar.
  - b. Billing: Comptroller.
  - c. Residential room assignments: Dean of Student Services.

### **CHANGE IN RESIDENCE**

Any student desiring a room change involving College housing must obtain prior approval from the Office of the Dean of Student Services. Each case will be considered on its individual merits.

Students desiring a change of residence involving leaving College housing for private housing or vice versa must seek approval from the Dean of Student Services.

Normally, moves out of residence halls after August 1 are not permitted.

### **CLEARANCE FOR ON CAMPUS REPRESENTATIVES**

A form requesting clearance to act as a campus representative for any outside firm is to be filed with the Dean of Student Services in George Washington Hall and approved prior to beginning actual employment.



## **CLOSING HOURS OF RESIDENCE HALLS**

The outside doors of all residence halls are locked at midnight Sunday through Thursday and at 2:00 a.m. on Friday and Saturday. A student returning after the closing hour and upon proper identification at the Office of College Police may obtain a key to gain entrance to his residence hall. See "Keys" under the **Student Rules** section in this *Handbook*.

## **COOKING AND IRONING**

Cooking in a residence hall is permitted only in kitchenettes, and any food kept in student rooms must be in metal or plastic containers with tight lids. Ironing is permitted only in designated pressing rooms.

## **DRUGS**

The possession, use, providing for others to use and the manufacture and merchandising of drugs without a doctor's prescription is prohibited by Federal and State laws and by the College. **Violations of these rules may result in suspension or expulsion from the College, as well as prosecution by the civil authorities.**

For the purpose of this regulation drugs are defined as including marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates and other hallucinogens except when taken under a physician's prescription in accordance with the law.

## **FIREARMS**

The possession, carrying, use or threatened use of firearms, including ammunition and explosives, on campus by other than authorized law enforcement personnel is prohibited. Violators will be prosecuted by the civil authorities.

## **FIRE DRILLS AND SAFETY**

Fire drills are held regularly under the direction of the Student Association's Safety and Welfare Chairman who



issues printed instructions for each room. A student should determine the location of the fire extinguisher and fire EXIT nearest his room.

An individual personally aware of a fire on campus should dial 432, a direct emergency line to the Fredericksburg Fire Department. The location of the fire is to be described as clearly as possible and then reported at once to the Residence Hall Director or Administrative Aide.

Drying racks, trunks, suitcases, boxes, etc. may not be placed in hallways, on steps or in doorways. Special locks or chain locks on doors are prohibited.

For safety reasons, it is advisable that students and their guests avoid poorly-lighted areas on campus such as the tennis courts, around the library, behind duPont and behind the Infirmary.

### **GROUP PARTIES**

For definitions and procedures pertaining to Group Parties, see the section with the same heading under the **Student Rules** section of this chapter.

### **GUESTS**

For definitions and procedures pertaining to Guests, see the section with the same heading in the **Student Rules** section of this chapter.

### **KEYS**

Keys to an individual student room door and/or closet are available to the student assigned the room and are issued by the Residence Hall Director. All keys are to be returned to the Residence Director upon withdrawal or at the end of the school term. A charge of \$2.00 is made against the account of the student who loses or fails to return each key issued to him. See "Residence Hall Keys" in the **Student Rules** section of this chapter.

## LAUNDRY

Full laundry service is included in the fees paid by residential students and is available at no additional charge. The laundry is located in the maintenance complex on the golf course. The laundry truck picks up and delivers to each residence hall on a regular weekly basis. Specific instructions for laundry use are as follows:

1. Each student is assigned an identifying laundry mark which must appear on each item to be washed, as well as on the laundry bag. The laundry mark is a code based on name and room assignment. It is of the utmost importance to report any change in residence to the laundry supervisor who will determine what change in mark is necessary. Since even indelible inks eventually fade, it is wise to renew laundry marks before they become illegible. Unmarked laundry will be returned unwashed.
2. Each laundry bag must be accompanied by an itemized laundry list. It is wise to keep a duplicate copy. Claims for lost laundry must be made promptly and claim slips presented.
3. Laundry deliveries should be examined promptly, and missent items should be returned immediately.

Each residence hall has coin operated washing machines and clothes dryers.

## LIBRARY

### General Rules

**Security Control.** As a measure of personal security, the Library maintains a check-point at the door. A student or a member of the College community entering the Library must be prepared to present to the attendant at the door a College ID card. A visitor, upon entering the Library, is asked to sign a register, giving his name, address and reasons for visiting the Library.

As a means of assuring that no Library materials are inadvertently or intentionally removed from the Library with-

out being properly charged out, each person leaving the building is requested to show the attendant all books and printed materials in his possession. Persons carrying briefcases, or any bag large enough to contain books or magazines, are requested to open these for routine checking by the attendant.

*Smoking.* Smoking is permitted only in the Smoking Lounge known as Foggy Bottom on the ground floor. Because of the fire hazard, smoking is not allowed in reading rooms or stack areas.

*Food and Drink.* In order to keep reading and study areas insect free and as clean as possible, food and drinks are not allowed in the building.

#### **Circulation Rules**

1. A student must present an ID card when borrowing a book from the Library. Since he assumes responsibility for all books charged to his card, the loss of the ID card should be reported immediately to the Library.
2. A book is loaned for a period of three weeks and may be renewed so long as no other reader has placed a reserve on it. To be renewed, a book must be returned to the Library.
3. A reserve may be placed on a book that is in circulation. These books are recalled after circulating for two weeks. Books on which there are reserves may be charged out for two weeks only.
4. The borrower is responsible for the replacement of lost or damaged library materials.
5. A fine of five cents per day is levied on all overdue books and phonograph records.
6. Three notices will be sent as reminders that books are overdue. If an overdue book has not been returned within one week after the third notice is sent, the replacement cost of the book (or a minimum of \$10.00) is sent to the Office of the Comptroller where the amount is posted to the borrower's account.

Should the book (books) be returned after the charge



has been entered on the student's account, only half of the amount will be refunded; the other half will be used to defray bookkeeping costs.

7. No more than three phonograph records may be borrowed at one time. The period of loan is five days, renewable unless a reserve has been placed on the record.
8. Periodicals must be used in the building. They may, by special arrangement, be borrowed for class use.
9. There are special rules for borrowing books from the reserve room.
  - a. Overnight reserve books may be charged out one hour before closing. They are due one-half hour after the Library is open for business the following day. A request to borrow the overnight book may be submitted at any time on the day the book is to be borrowed.
  - b. Three-day reserve books may be charged out at any time and are due at 8:30 a.m. on the fourth day (2:30 p.m. on Sunday).
  - c. Seven-day reserve books may be charged out at any time and are due at 8:30 a.m. on the eighth day (2:30 p.m. on Sunday).
  - d. Reserve books may not be renewed.
  - e. The fine on an overdue reserve book is twenty-five cents for the first hour and ten cents for all succeeding hours during which the Library is open.

#### **Interlibrary Loans**

For students in advanced research oriented courses, the Library will provide interlibrary loan services if, in the opinion of the student's professor, the materials desired are absolutely essential to his studies. Books that are currently in print at moderate cost should not be requested on interlibrary loan.

#### **MAIL**

Students must rent a post office box directly from the College Station, a Federal facility adjacent to the campus which also serves area residents. Students must advise all



correspondents of their box number, since this is the only provision for personal mail. Special Delivery items must be addressed to the student at a specific residence hall to insure delivery.

The College provides daily delivery of on campus mail to administrative offices, faculty, residence halls and student offices.

### **MALE HOUSING ON WEEKENDS**

Below are shown the regulations pertaining to housing of male guests on weekends in facilities provided in Ann Carter Lee Hall.

Reservations are made in the Office of Student Activities in ACL. Registration and payment for lodging are made in the Office of College Police in ACL.

1. The per night occupancy charge is \$3.00 payable in advance. This fee provides an assigned bunk bed with sheets, blanket, pillow, pillowcase, towel and soap. Occupancy may begin at 5:00 p.m., Friday and at 3:00 p.m., Saturday. Single night guests must vacate the room by noon of the following day. All occupants must vacate the room from noon to 3:00 p.m. daily to permit cleaning.
2. The College assumes no responsibility for the loss of personal property or belongings of the occupant.
3. The occupant will not deface, damage, destroy or remove furnishings, bedding, towels or other equipment from the room and bath area. The occupant is liable for damage to or removal of furnishings from the room.
4. The occupant will admit no one to the room and understands that no visitation or personnel other than paid registered guests and College employees are allowed in the room.
5. The occupant will use only the bed assigned to him.
6. The occupant fully understands and acknowledges that College employees will be in the room from time to time.
7. Disruptive conduct or noises which interfere with activities in the building are not permitted. From midnight until 8:00 a.m., the occupant will refrain from noises or actions which might disturb others who may be sleeping.

8. In the event any disorderly conduct, disruptions, indications of danger, etc. develop in the room, the occupant will contact the College Police immediately.
9. Reservation will not be held after 8:00 p.m. Those without reservations, including male MWC day students, may secure accommodations, if available after 8:00 p.m., on a first come first served basis.

### NOTICE TO LEAVE PREMISES

The Code of Virginia (18.2-129) states:

"Any person, whether or not a student, directed to leave the premises of a *school or* any institution of higher learning by a person duly authorized to give such direction and who fails to do so shall be guilty of a Class 3 misdemeanor. Each day such person remains on the premises after such direction shall constitute a separate offense."

### PERMISSIONS

1. Permission must be obtained from the Residence Director or person in charge of the residence hall:
  - a. for male guests (or female in the case of male residence units) to enter students' rooms except during visitation (open house). This also applies to residents in coeducational housing.
2. Permission must be obtained from the Dean of Student Services for:
  - a. changes in room assignments and residential or nonresidential classifications;
  - b. remaining at Commencement or beyond the designated period after examinations;
  - c. private residence hall parties or group parties in other approved locations on campus when alcoholic beverages will be served;
  - d. room-to-room selling by students in the residence halls;
  - e. group parties in approved locations on campus; and
  - f. banquet licenses for group parties.

3. Permission must be obtained from the Office of the Registrar for:
  - a. withdrawal from the College.
4. Permission must be obtained from the Office of Student Activities in Ann Carter Lee Hall for:
  - a. the use of College facilities (space and equipment).
5. Permission must be obtained from the Vice President for:
  - a. group transportation under College auspices by College-owned buses.

### **RECREATIONAL USE OF GOOLRICK HALL**

Below are shown the procedures to be followed for the recreational uses of facilities in Goolrick Hall.

1. A student, faculty member or full-time employee must show his ID card and sign-in with the person on duty at the south entrance to Goolrick. At sign-in, the user must write his name, the time and the area to be used for recreational purposes. (Only persons holding blue, yellow or white validated ID cards may use the facility.)
2. A student, faculty member or full-time employee may bring **one** guest. The guest must be signed in and accompanied at all times by the student, faculty member or full-time employee.
3. Upon departing Goolrick, the student, faculty member or full-time employee must sign out by placing the time of departure adjacent to his name.
4. Abuses to these procedures which may include damage to facilities or theft of equipment either by the student, faculty member, full-time employee or by a guest of one of the above may result in loss of privileges, compensation for losses, dismissal from the College, termination of employment or other penalties as deemed appropriate.
5. Specific hours for use of the swimming pool, main and auxiliary gymnasiums, paddle ball court and weight rooms are posted each semester.



Students are reminded that the golf course, tennis courts and playing fields are available for recreational use when not utilized for class or intercollegiate teams.

## SALES

Sales conducted by outside commercial or charitable organizations may not be conducted in the residence halls. Deliveries and collections may not be made to individual student rooms by non-students.

## STUDENT HOUSING CONTRACT

Student housing is available under the following contract terms.

The College agrees to provide a residential accommodation for a full-time student who requests it provided he is registered for twelve or more credits per semester. In case of Withdrawal during the academic year, a student is required to vacate his room within forty-eight (48) hours after withdrawing. Only College-assigned occupants may reside in College dormitory rooms or houses. No overnight visit(s) is permitted in any room by members of the opposite sex.

A student must occupy the room to which he is assigned by the Office of the Dean of Student Services. No student will be allowed to change a room assignment without the permission from the Dean of Student Services.

The accommodations provided by the College consist of a bed, mattress, chest of drawers or a dresser-desk and chair, and each occupant is issued a key to the room for the duration of the contract. Not included are pillows, blankets, linens, towels, study lamps, irons, curtains or bedspreads. Provisions for storage of trunks and large suitcases are made in each residence hall, and these articles to be stored must be labeled with the student's name and room number before being stored. *The College is not liable for loss of, or damage to, personal property belonging to a student.*

Furnishings in the student's assigned room, lounges, parlors and other areas, are not to be removed without permission from the Residence Director.

Between semesters and during the first and second semester breaks students may store their bicycles in their rooms. Bicycles may be stored over the summer in locations designated by the College.



The following items are prohibited in student rooms: air conditioners, personal refrigerators over sixty watts, cooking and heating appliances, exterior radio or TV antennas, animals, firearms, ammunition, firecrackers, similar explosives and illegal drugs. No occupant or visitor will be permitted to collect or assemble or both, any amount of inflammable material which would constitute a fire hazard anywhere within the dormitory area; nor, will any occupant or visitor be allowed to kindle any type of fire other than a match or lighter for the purpose of lighting cigarettes, cigars or pipes within the dormitory area. No pets except goldfish are permitted in the Residence Halls. The College Police will remove from the campus any such pets with the cost borne by the student violating the regulation.

Each student is responsible for the general condition of the premises assigned to him or her, including damages, defacement and general order. Charges for damages or defacement will be assessed the occupants and must be paid promptly. Charges for damages to or defacement of any area in common use, such as bathrooms, lounges, recreation room or corridor, may be assessed equally against residents in the appropriate using area.

If for any reason a student's roommate withdraws from the room, the student remaining in the room, with approval of the Dean of Student Services, may have the privilege of one week to seek another roommate. The College reserves the right to make assignments when vacancies occur. When space is not filled, a student occupying a double or triple room with no roommate(s) will be assessed single room rates.

Guests in a residence hall must sign the guest book in the residence hall office. Guests of the opposite sex (maximum 3 per student assigned to the room) may visit in a room only during the specified hours of visitation. Guests are not permitted in residence halls during Reading Days or Examination Periods. Overnight guests of the same sex visiting the residence hall must be registered in the guest book and may remain no longer than two consecutive nights.

Members of the immediate family of a student (father, mother, sisters, brothers, grandparents) may visit a student in his or her room any time until the closing hour of the residence hall.

Soliciting and peddling are prohibited, except with the written permission of the Dean of Student Services. Collections from, or deliveries to, individual student rooms, are not permitted.

The College reserves the right to (1) change any room assignment or rate; (2) enter any room for routine or emergency maintenance, cleanliness inspections and other valid causes; (3) control use of rooms in the event of an epidemic; and (4) terminate the housing con-

tract for violation of any of the provisions of this contract including visitation or for other reasons deemed sufficient by the Dean of Student Services.

Opening and closing dates and times to begin and terminate room occupancy are specified in the College Calendar and must be observed. The residence halls will be closed during vacation periods and no student will be permitted to remain in the residence hall during these times.

In keeping with College policy, housing assignments are made without discrimination by reason of race, religion, color or national origin.

This contract is binding for the academic year. A student who abandons the room during a semester, to reside off campus, will be charged room and board for the remainder of the semester. The Dean of Student Services may exempt a student from the contract in extreme circumstances.

#### **INTERPRETATIONS OF THE STUDENT HOUSING CONTRACT PROVISIONS**

1. *Pets* — No pets except fish maintained in suitable containers are permitted in the residence halls. The College Police will remove from the campus any other pets with the cost borne by the student violating the regulation.
2. *Room Vacancy* — When a vacancy occurs in a double or triple room during the semester and the space is not filled by the College, the remaining student(s) will not be assessed additional charges for the room.
3. *Guests* — A guest is defined as any person in a Residence Hall to which he or she is not assigned a room by the College. Guests must sign the Guest Book in the Residence Hall Office with the exception that students of the same sex living on the campus are not required to sign the Guest Book unless they are attending group parties.
4. *Searches and Seizures* — A comprehensive statement specifying procedures to be followed in regard to residence hall room inspections for routine maintenance and safety purposes, for emergency maintenance work, for suspected violations of College regulations, and for suspected violations of criminal law will provide students protection from any arbitrary or capricious searching of their rooms.
5. *Visitation* — The prohibition of visitation (defined as the presence of a member of the opposite sex, by invitation, in a student's room) during the period before registration, during reading days, examinations, or during the period from the end of examinations through Commencement is amended to provide for the following. Should an upper-class residence hall wish to include

visitation during the dates designated as the examination period, a written affirmative petition signed by 80 per cent of the residents must be presented to the Dean of Student Services at least two workdays before the first examination.

6. *College Action in Regard to Visitation Violations* – The College Administration has delegated to the Student Association responsibility for enforcing visitation regulations and a variety of other regulations pertaining to the operation of the residence halls. Full opportunity will continue to be given to the Association to fulfill this responsibility, and it is expected and anticipated that it will do so. However, should this delegated responsibility in regard to the enforcement of regulations, including visitation, not be effectively implemented by the Student Association, the College Administration will act in such manner as it deems appropriate to insure enforcement.

## **SMOKING**

Smoking is not permitted in the Library (except in a room designated for that purpose), in George Washington, duPont and Monroe Auditoriums or in the gymnasium, locker rooms or swimming pool area of Goolrick Hall. Smokers in any of these areas may be asked to leave by any member of the College community. Failure to leave when asked may result in punishment.

Smoking is permitted in classrooms unless there is a specific objection from the instructor or a class member.

## **TRASH DISPOSAL**

Trash in a residence hall is to be deposited in designated areas and is removed on a regular schedule.

## **TRUNKS**

Small chests or uncovered footlockers that can be incorporated in the room furnishings are permitted in student rooms. Large trunks must be labeled and stored in the trunk room. Trunks, footlockers and suitcases may be left in College storage rooms over the summer, tagged in accordance with instructions from the Dean of Student Services. The College assumes no liability for stored items.



## USE AND SCHEDULING OF COLLEGE FACILITIES

The policy statements governing the use and scheduling of College space are shown below.

1. College space may be used by any student or group of students when it does not disrupt academic activities, scheduled events, College functions or other normal pursuits that take place in the area and when it is not physically destructive or unlawful.
2. College space must be reserved to insure its availability, and this may be accomplished in the Office of Student Activities in Ann Carter Lee Hall.
3. The Dean of Student Services in cooperation with those who have reserved space, may develop and make available in advance specific provisions to govern student conduct at a given event.
4. The Office of Student Activities or other College personnel are authorized to ask any student using or occupying College space in an adverse way or engaging in disruptive conduct to leave. The person may incur disciplinary action by the College or prosecution by the civil authorities.

The procedures for scheduling of College space through the Office of Student Activities in Ann Carter Lee Hall is shown below.

1. Clear a date and place on the calendar at least ten (10) days in advance of the program.
2. At the time of clearance, make a request for equipment and supplies required for the program.
3. When the request is approved, the activity is automatically publicized in the *College Bulletin*.
4. It is necessary that the Office of Student Activities be notified of cancellations or changes in dates.
5. The organization sponsoring the event will be billed for food and beverages requisitioned for it.



## **VISITATION**

For rules and regulations pertaining to Visitation, see the section with the same heading under the **Student Rules** section of this chapter.

## **WITHDRAWALS**

There are two types of withdrawals from the College; voluntary, in which the student initiates the action; and involuntary, in which appropriate authority at the College initiates the action.

1. **Voluntary.** A student who elects to withdraw from the College either during a semester or between the first and second semester must report to the Office of the Registrar. There the procedure is provided which must be followed before withdrawal is complete and all records are cleared.
2. **Involuntary.** A student who is required to withdraw from the College, either by action of the Honor Council, Joint Council or as a result of an Administrative Hearing, must report with an official from the appropriate Council or from the Administration to the Office of the Dean of Student Services. Withdrawal procedures will be initiated and completed by that office.

A student who withdraws under accusation of an honor violation must report with an Honor Council representative to the Office of the Dean of Student Services where withdrawal procedures will be initiated and completed.

A student who is expelled by action of either the Joint Council, Honor Council or an Administrative Hearing or one who withdraws under accusation of an honor offense is not eligible for readmission and is not permitted on the campus.

## Student Rules

The following rules have the mutual agreement of the Student Association, the Office of the Dean of Student Services and the President of the College. The Residential Council, with the cooperation and assistance of all residents, has the responsibility to implement these regulations.

Each residence hall is supervised by a College official who is responsible to the Dean of Student Services. The official, or his appointed representative, must remain on duty in the building at all times. In addition, each of the residence halls is under the general supervision of a representative of the Student Association who is the House President. The House President is elected by the residents in the spring for the following session and is responsible to the Student Association and to the residents. He has the following responsibilities:

- a. calling residents together in the beginning of the year to explain the regulations of the College and the Student Association;
- b. assisting residents in determining whether or not they wish to impose any additional regulations on their particular unit;
- c. guiding and counseling when conflicts or problems arise; and
- d. handling grievances within the particular unit.

### **CLOSING HOURS, RESIDENCE HALLS**

1. All residence halls are locked by the Residence Director or person in charge at the following times: Sunday through Thursday — 12:00 midnight; Friday and Saturday — 2:00 a.m.
2. A student may leave the residence hall after the closing hour by first notifying the Office of College Police of his leaving. Students who leave the residence hall after the closing hour must also leave the campus immediately.

## DESK DUTY

To cover the residence hall desk during those hours when paid Desk Aides are not on duty every hall resident is required to provide some of his time to serve on the front desk. This procedure was established as a condition for present visitation privileges. Therefore, any resident refusing to cooperate with this system will have all privileges of the front desk and visitation suspended for a period of time specified by the House Council. A system of Hall Offenses provides punishments for infractions such as failure to show up for the assigned time.

## DRINKING

Intoxication (to the extent that a student's condition or conduct shall be offensive, disruptive or destructive) or consumption of alcoholic beverages in public violates the *Virginia statute* and the acceptable standards of student conduct at Mary Washington College. The responsibility of the Student Association extends to the perimeter of the College grounds. Infractions will be referred to the Campus Judicial Court — Joint Council of the Student Association — and punishment could result in suspension or expulsion for flagrant and/or chronic violations. The applicable Virginia laws governing drinking are stated under the **College Regulations** shown elsewhere in the *Handbook*.

## GROUP PARTIES

The students of a residence hall may request that a public area of that residence, the basement room of Seacobeck Hall or the Ballroom of Ann Carter Lee Hall be declared "private" for the purpose of consuming beer at a party. The request for use of any of these areas must be made to the Dean of Student Services.



### Residence Halls

The following procedure shall be followed for a residence hall<sup>1</sup> party:

1. A form providing a list of details of the party must be completed and submitted to the Dean of Student Services at least **seven** days before the event.
2. In consultation with the Residence Director or Administrative Aide, the House Council must give its endorsement to the plan.
3. The students of the residence hall must be informed of the specifics, and a vote of approval must be obtained from **80** per cent of the entire population of the hall.
4. The plan must be submitted to the President of Campus Residential Council for approval.
5. Copies of the plan must then be submitted to the Dean of Student Services.
6. The residence hall President or Vice President and the Hall Judicial Chairman must be within the hall to ensure that a party functions properly.
7. During these "private" parties, a student may enjoy personal visitation in his own room. To implement this, a second sign-in point must be established to register guests for visitation. **In addition, hall officers are to ensure that no student or guest may enter or leave a party or a residence hall room carrying an opened container of alcoholic beverage.**
8. The maximum numbers of individuals permitted in the party areas of the residence halls are listed below. These maximums were derived by a joint committee composed of the House Council in each hall and three members of the College administration.

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<sup>1</sup>As used here the term residence hall refers to all occupants of the dormitory.



The numbers refer to the total individuals permitted in the area at any one time. The areas designated for parties are the foyers and parlors unless otherwise noted.

<i>Anne Fairfax Annex</i>	35
<i>Ball-Custis</i>	250
<i>Brent</i>	55
<i>Bushnell</i>	175
<i>Recreation Room</i>	75
<i>Framar</i>	75
<i>Jefferson</i>	300
<i>Madison (Basement only)</i>	110
<i>Marshall</i>	200
<i>Marye</i>	35
<i>Mason</i>	225
<i>Recreation Room</i>	200
<i>Randolph</i>	225
<i>Recreation Room</i>	175
<i>Russell (upper and lower combined)</i>	400
<i>Virginia</i>	300
<i>Recreation Room</i>	50
<i>Willard</i>	175
<i>Westmoreland (Basement only)</i>	200

9. Expenses incurred for a party are the responsibility of those sponsoring it. No admission fee, collections at the door or donations at the party will be permitted.
10. Residential hall parties may be scheduled for Friday and Saturday nights and the night preceding an official College break and the first reading day. Each time a residence hall wishes to declare itself "private," it must follow the above procedure.
11. Group parties will not be permitted before registration, during reading days, examinations or during the period from the end of examinations to and following Commencement.

**Seacobeck Hall**

The basement room of Seacobeck Dining Hall may be reserved for private parties by any established and recognized College organization, club, residence hall or unit thereof, provided appropriate approval is first obtained through the Office of the Dean of Student Services. Admission may be charged to these parties; however, a banquet license must be obtained by the reserving group for the serving of beer. Requests to the proper state official for a license must be submitted at least two weeks in advance. Appropriate procedures regarding the use of this facility are the responsibility of the Office of the Dean of Student Services.

**Ann Carter Lee Hall**

The Ballroom of Ann Carter Lee Hall may be reserved for parties by any established and recognized College organization, club, residence hall or unit thereof, provided appropriate approval is first obtained through the Office of the Dean of Student Services. Groups holding parties in the Ballroom may charge admission. Beer to be served at these parties must be obtained through the "C" Shop, and personnel must be employed to serve the beer. Appropriate procedures regarding the use of this facility are the responsibility of the Office of the Dean of Student Services.

**GUESTS**

Anyone in a residence hall to which he is not assigned a room by the College is considered a guest. Guests must sign the Guest Book in the residence hall office (exception: students living on campus of the same sex). Guests of the opposite sex must sign the Guest Book, be escorted to a student's room by that student and may remain in the room only during the specified hours of "Visitation." Guests of the same sex from off campus must sign the Guest Book and may remain no longer than forty-eight hours. For group party situations the term Guest refers to anyone not living in the

residence hall and each person must sign the Guest Book (includes members of opposite sex, same sex, on campus, off campus, out-of-town guest).

Members of the **immediate** family of a student may visit a student in his room any time until the closing hour of the residence hall. Guests from off campus (excluding members of the immediate family) and guests of the opposite sex will not be permitted to visit a student's room during reading days, examination days and those days from the end of examinations through Commencement.

Should an upper-class residence hall wish to include visitation during the dates designated as the examination period, a written affirmative petition signed by 80 per cent of the residents must be presented to the Dean of Student Services at least two workdays before the first examination.

All guests must abide by the rules and regulations of the College, and the student is responsible for the conduct of his guest at all times. Any damages to property will be paid for by the students and/or guests.

## **PENALTIES FOR VIOLATIONS OF STUDENT ASSOCIATION AND RESIDENCE HALL OFFENSES**

1. In cases involving minor infractions of the rules, the student is dealt with by means of the system of automatic punishments (hall offenses) within the judicial department of the Student Association. Administered by the Residence Hall Judicial Chairman or the Campus Judicial Chairman punishments cover Student Association and residence hall offenses and are not cumulative from one session to another.

The President of the Student Association, the Campus Judicial Chairman or the Residence Hall Judicial Chairman, at his discretion, may require a student to appear before the Campus Judicial Court for one or more infractions of the rules.

The punishment for the accumulation of more than three hall offenses will be handled by the Campus Judicial Chairman in consultation with the Residence Hall Judicial Chairman.

2. Minor infractions that constitute a hall offense:
  - a. leaving doors open after closing hours or after keying in;
  - b. refusal to perform desk duty or to show up for the assigned time;
  - c. after one warning, refusal to observe study hours in the residence hall or residential unit or disturbing others;
  - d. not signing in/out guests of the opposite sex properly; and
  - e. leaving guests of the opposite sex unaccompanied in areas other than public parlors.
3. In cases involving serious infractions of the rules, the Campus Judicial Court or the Joint Council may withdraw certain privileges from students who have violated College regulations. Punishments range, according to the seriousness of the offense, from the withdrawal of the privileges concerned in the infraction, to social probation, to strict campusing or a modification thereof or to suspension for infractions of a more serious nature. In cases of a very serious infraction, expulsion from the College may be in order upon recommendation of the Joint Council and approval by the President of the College.
4. Possible punishments include:
  - a. assignment of extra desk hours;
  - b. assignment of the responsibility for checking doors at the closing hour; and
  - c. forfeiture of room on campus for a specified period of time. This punishment may be given if a student ignores major Student Association regulations concerning visitation.



- d. *Social Probation.* A student placed on social probation must appear before the Joint Council if he violates a major Student Association regulation (e.g. drinking, visitations or breaking imposed campus penalties) and may be subject to expulsion.
- e. *Campus.* Campused students are not permitted to leave the campus except to attend church services. These students may engage in on campus recreational activities provided by the College and may have dates on campus.
- f. *Strict Campus.* A student who has been penalized with strict campus will be subject to the following:
  - 1. may not have callers of the opposite sex;
  - 2. may not attend dances or other all-college recreational or social events;
  - 3. may spend the night only in his residence hall;
  - 4. may not be absent from the campus except to attend church services; and
  - 5. will be recorded as suspended for the remainder of the session if he withdraws voluntarily from the College.

*Penalties regarding campus and strict campus do not pertain to holidays or between semesters.*

- g. *Suspension and Expulsion.* In suspension and expulsion the student involved must leave campus as soon as practicable, following consultation with the Dean of Student Services, after the penalty has been imposed.

*Suspension:* A student suspended from the College may not reapply for resumption of his studies until the designated time and then he must do so to the Committee on Admissions.

*Expulsion:* A student expelled from the College is permanently ineligible for readmission.

5. Notification of Parents. Parents or guardians will be notified by the Dean of Student Services of the violation and penalty imposed by the Joint Council at the request of the Campus Judicial Chairman. In cases involving suspension or expulsion, the parents or guardians will be notified also by letter from the Dean of Student Services.
6. Both the Campus Judicial Court and the Joint Council may impose penalties other than those listed.

### RESIDENCE HALLS

1. Members of the opposite sex are allowed in a student's room only with the permission of the Residence Director or person in charge, except during visitation hours.
2. The observance of study hours may be established by each residence hall or unit. Consideration of others is expected at all times.

See additional regulations for residence halls listed under "Student Housing Contract" in the **Administrative Regulations** section of this chapter.

### RESIDENCE HALL KEYS

1. Any student returning to campus after the closing hour must obtain a key from the Office of College Police in Ann Carter Lee Hall. The person on duty will record the student's name and key number, request that he show his **student identification card** and **require that he sign for the key**. The student must deposit the key in the wooden box placed right inside the main door of the residence hall and notify the Office of College Police (Extension 234) of his safe return. This should be accomplished within 15 minutes of the time that the key was issued.
2. For his own safety, a student must enter his respective hall immediately upon returning to campus after the closing hour.

3. When using the doors after closing hours, a student must make sure that the door locks securely behind him. No student will be issued a key without an identification card. If the student does not have an identification card, he must call someone to bring it to the Office of College Police before a key will be issued. If the student cannot obtain his identification card by this means, he must call the Residence Hall Director or Administrative Aide to admit him to the hall.

A student may key into a residence hall other than his own. In such a situation, the student must give to the Office of College Police the name of his own residence hall and the residence hall to which he is going.

4. *The following constitute key violations:*

- a. failure to notify the Office of College Police of safe arrival to the residence hall within 15 minutes after obtaining key;
- b. failure to deposit key in appropriate box immediately after safe arrival; and
- c. failure to present MWC ID card to a police officer.

5. A student who does not return the key immediately upon entering the residence hall will be dealt with through the system of automatic punishments.

- a. For the *first offense*, the student will receive a *written warning* from the Campus Judicial Chairman.
- b. For the *second offense*, the student will receive *two hall offenses*.
- c. For more than *three offenses*, the student will be dealt with individually by the *Campus Judicial Chairman who will then decide the action deemed necessary*.

6. The punishment of a fine up to \$25.00 payable to the College may be given a student who loses a key which has been signed in his name. The punishment will be decided upon by the Campus Judicial Chairman.

7. In order to provide for the safety of the other students, a student must not duplicate a key or allow a key to be



duplicated. Such duplication constitutes a **fraud**, and offenses will be dealt with by the Honor Council.

8. A student who gives his key to another person is subject to loss of key privileges for the remainder of the academic year.

### SEARCHES AND SEIZURES

1. Appropriate College personnel may make reasonable inspections of the College premises, including residence hall rooms, for maintenance and safety purposes. This, of course, would not involve examining the students' personal property. No warrant is needed for such an inspection. Such inspection should be routine and reasonable notice should be given.
2. If College personnel have reason to suspect a maintenance problem of an emergency or reasonably critical nature, such as to render notice unfeasible, they may go into a dormitory room to investigate and to perform necessary maintenance. Again, no warrant is needed.
3. If the College authorities have reasonable cause to believe that a College rule is being violated in a manner which prejudices the proper and efficient operation of the College for the welfare of the student body generally, the College authorities may inspect the student's room for the purpose of investigating the violation and enforcing the College's rules. If there is reasonable ground for belief that the violation is taking place, the search is necessary for the investigation of the violation and the enforcement of the rule, and action against the offender is limited to administrative procedures as distinguished from criminal proceedings. No search warrant would be required.

The Dean of Student Services accompanied by the Residence Hall Director and a student hall official should participate in such a search. The College Police may assist in such a search.



4. If the search is to be made for the purpose of investigating a violation of the criminal law as opposed to a College rule, a search warrant must be obtained even though actual prosecution may not be contemplated.
5. There are situations in which searches can be made of private residences without search warrants. Examples of these are — the search of the area under the **immediate personal control** of a person being arrested, the invasion of a person's home in hot pursuit or a search made when it is not reasonably possible to get a search warrant. These are all extraordinary situations.
6. Evidence observed by College personnel under situations above may be used in Court in a criminal prosecution as well as in a College disciplinary proceeding. However, in order for this to be the case, the inspections made under situations listed above must have been made in good faith and not as a subterfuge or excuse to obtain evidence not otherwise obtainable.

## **SMOKING**

Smoking of tobacco is permitted in most areas of the College, including classrooms, unless there is a specific objection from the instructor or any member of the class. Those who smoke are responsible for any damage incurred to College property and are expected to comply at all times with safety regulations and health standards.

Smoking is not permitted in: George Washington, duPont and Monroe Auditoriums and the gymnasium, locker rooms or swimming pool areas of Goolrick Hall.

Any student or administrative member can ask a smoker to leave these areas. Failure to cease smoking when requested to do so can result in punishments ranging from a written reprimand to strict social probation.

## **STUDENT ASSOCIATION FACULTY DINING PLAN**

Students have the privilege of inviting faculty members to be their guests at the College dining hall. Student hostesses must sign up 24 hours in advance in the Office of Student Activities in Ann Carter Lee Hall and pick up the ticket for which there is no charge.

## **VISITATION**

The term visitation refers to a College policy which permits a member of the opposite sex to visit, upon invitation, a student in his or her residence hall room. Visitation is permitted in freshmen residence halls (Madison, Marshall, Mason, Randolph and Willard) on Friday and Saturday from 11:00 a.m. to 2:00 a.m. and from 11:00 a.m. to midnight on Sunday. In Russell, an upperclass residence hall, visitation is permitted on Wednesday and Sunday from 11:00 a.m. to midnight and on Friday and Saturday from 11:00 a.m. to 2:00 a.m. In other upperclass halls, visitation is permitted from 11:00 a.m. to midnight Sunday through Thursday and from 11:00 a.m. to 2:00 a.m. Friday and Saturday.

Visitation is not permitted before registration, during reading days, examinations or during the period from the end of examinations through Commencement. Should an upperclass residence hall wish to include visitation during the dates designated as the examination period, a written affirmative petition signed by 80 per cent of the residents must be presented to the Dean of Student Services at least two work days before the first examination.

Each resident in a hall is expected to serve as a "non-paid desk aide" during the hours when paid desk aides are not on duty. This insures desk coverage so that visitation procedures can function.

Any resident refusing to cover the desk may have all desk privileges suspended for a period of time specified by the House Council in consultation with the Judicial Chairman of the Student Association. If the desk is not adequately

covered, the Judicial Chairman of the Student Association with the Dean of Student Services reserves the right to suspend visitation privileges in the residence hall.

### **VISITATION REGULATIONS**

1. Members of the opposite sex are allowed in a student's room only during the specified visitation hours.
2. The Residence Director or person in charge may permit visitation in a student's room during moving in or moving out of a room.
3. Specific regulations regarding visitation include:
  - a. guests of the opposite sex must enter through the front entrance of a residence hall and must be signed in and out at the main desk upon entering and leaving;
  - b. there may be no more than three members of the opposite sex signed in to one student at any given time except members of the immediate family;
  - c. a student must be responsible at all times for the actions of his or her guests; and
  - d. unaccompanied persons of the opposite sex found in areas other than public parlors will be detained, questioned and are subject to arrest for trespassing.

Men and women living in coeducational residence halls who wish to visit members of the opposite sex in the same hall during visitation hours must sign in and out in the Guest Book at the main desk. Permission must be obtained from the Residence Director at any other time a student needs to go to the room of another student of the opposite sex living in the same residence hall.



# Student Affairs

## The Student Association

The Student Association at Mary Washington is an important part of student life. Upon matriculation into the College, a student automatically becomes a member of the Association. All students are encouraged to become active members, so that the Association is a truly representative body of student thought and opinion, voicing the needs and the concerns of the student body.

### SA Purpose

The purpose of the Student Association is to work for a better College community through the development and strengthening of individual responsibility, citizenship and honor; to share with the faculty and the administration the obligation of respecting and promoting the traditions, standards and objectives of the College; and to instill the convictions of self government and democracy in every student.

The Student Association officers acknowledge to the students of Mary Washington College the following obligations: to actively represent student opinion; to respect the rights of the individual; to cultivate and uphold the academic and social atmosphere conducive to the fulfillment of the aims of the College; to promote communication, cooperation and understanding among students, faculty and administration; to stimulate awareness of national and international affairs and their importance to the individual; to promote environmental improvements necessary for the welfare of the students; and to affirm that the Student Association shall continue as a democratic body.

## STUDENT ASSOCIATION ORGANIZATION

### I. EXECUTIVE

The executive branch of the Student Association is the Executive Cabinet, a body comprised of the five SA officers, which acts under the direction of the President of the Student Association. The President is the official spokesman of the Executive Cabinet of the Student Association.

#### *Executive Cabinet*

The Executive Cabinet represents the student body on all matters of joint concern between the administration of the College and the student body. The Executive Cabinet is the highest SA body on campus, and its members are the chairmen of the executive, legislative and judicial branches of the Student Association.

### II. LEGISLATIVE

The legislative branch of the Student Association is the Senate. Each residence hall has at least one Senator. Those halls containing more than fifty students shall be represented by one Senator for each fifty students and one additional Senator when an increment of fifty is exceeded by thirty. The nonresidential students are represented by one Senator for every full-time equivalent of fifty nonresidential students.

While a Senator's primary responsibility is in representing his constituency, he also participates actively in one or more of the Senate Committees to improve college life.

The Vice President presides over the Senate, and the members of the Executive Cabinet are *ex-officio* members. The Senate is organized into standing and temporary committees for the efficient performance of its duties. All legislative powers are vested in the Senate. A proposal which passes the Senate shall be presented to the Executive Cabinet before it is referred to the appropriate body. The proposal may be approved by the Executive Cabinet or, if vetoed by the Executive Cabinet, shall be returned to the Senate for debate. A two-thirds vote of the Senate shall override the veto.

### *Standing Committees of the Senate*

The Chairmen of the standing committees of the Senate are elected by the student body in the spring.

Interested students who are not Senators are encouraged to volunteer for service on the committees.

**Finance Chairman** oversees the money allocated to the Senate. Each Senate committee submits a budget to the Finance Chairman who shall make proper allotments from the Senate funds. The Finance Chairman shall oversee the administration of Senate funds.

**Publicity Committee** provides campus publicity for any event or activity of the Association.

**Rules and Procedures Committee** handles all campus-wide elections, as well as smaller group elections. It also reviews, revises and edits all rules concerning the Student Association as stated in the Constitution and the *Student Handbook*.

The Chairman should attend the first Residential Council meeting in order to explain the procedures by which the districts are divided and Senate elections are held.

**Special Projects Committee** brings events of varying interests to the campus. This Committee organizes special service events, such as voter registration, the bloodmobile, concerts, speakers and informative panel discussions on topics of student interest. It organizes special campus events and studies the possibility of improvements where deemed necessary. The responsibility for informing the student body of events of the nation, state and community rests with this Committee.

**Student Organization and Procedures Committee** is responsible for the nominations to the Executive Cabinet of student members to all Student-Faculty Committees. This Committee also forms sub-committees as necessary to study any student government changes in structure or procedure.



**Student Welfare Committee** studies and reports its findings on any aspect of student concern, i.e., the Infirmary, dining hall, laundry and security force. The Committee also studies the possibilities of any project that would be of benefit to the entire student body.

### **III. JUDICIAL**

#### **A. The Residence Hall Judicial Chairman**

The Residence Hall Judicial Chairman shall administer punishments for hall infractions and certain other minor infractions; he will act as the mediary between the accused and the Campus Judicial Court and Judicial Chairman; and he will accompany the accused to a Joint Council trial if an appeal is made.

#### **Procedure for Investigation of Social Infractions:**

1. Upon notification of a social infraction (by a Residence Hall President, Senior Assistant, Residence Director) the Residence Hall Chairman shall immediately contact witnesses and/or others involved. If their versions contain sufficient evidence for an accusation, written statements must be obtained.
2. If there is sufficient evidence, the Residence Hall Chairman must confront the suspected offender, relate the circumstances as he understands them, and inform the student of his rights:
  - a. The suspected offender does not have to say anything.
  - b. The suspected offender is on his honor while discussing the circumstances of the case. If the Residence Hall Chairman feels that upon preliminary investigation a trial is warranted, he immediately contacts the Campus Judicial Chairman. Upon confirmation, from the Campus Judicial Chairman, he then immediately informs the accused that a trial will be held.

3. Technical aspects of the case, such as date and time, will be handled by the Campus Judicial Chairman.

**B. The Campus Judicial Court**

The Campus Judicial Court shall be composed of the Campus Judicial Chairman and eight elected members, two from each class — freshman, sophomore, junior and senior. The Court shall hear those cases referred to it by the Residence Hall Judicial Chairman.

**Procedure for Campus Judicial Court Hearings:**

1. The Residence Hall Judicial Chairman briefly relates to the Judicial Court the circumstances of the case and/or other facts relevant to the case.
2. The Campus Judicial Chairman escorts the "offender" into the courtroom. The "offender" is introduced to the court by the Judicial Chairman.
3. The Chairman reminds the offender that he is on his honor to tell the truth, that he does not have to testify and that character witnesses may testify if so desired.
4. The Judicial Chairman introduces the Campus Judicial Court to the students present.
5. The Chairman asks the offender to relate the circumstances surrounding the case to the Court. After this, the Residence Hall Judicial Chairman may question the offender.
6. At this time, any character witnesses are escorted into the courtroom to make their statements. All statements are considered by the Campus Judicial Court.
7. The offender may then cross-examine and raise any questions he may have.
8. After testimony, the Chairman asks the offender to wait outside the courtroom until the Campus Judicial Court reaches a decision. They must reach a unanimous decision after discussion.

9. The Chairman escorts the offender back into the courtroom and announces the Campus Judicial Court's decision after discussion.
10. The Campus Judicial Chairman must remind the offender of the right to appeal the decision to the Joint Council.
11. All hearings will be assumed closed unless the accused requests otherwise.

**C. The Joint Council**

The Joint Council, the highest judicial body on campus, is composed of three faculty members and four students. The four students are members of the Campus Judicial Court; one representative from each class. The Campus Judicial Chairman convenes the Joint Council when a case has been brought to his attention, but is a non-voting member.

The Joint Council hears and decides cases which might result in suspension or expulsion, or cases of extreme complexity. Generally, any violation of major Student Association regulations will appear before the Joint Council. The Joint Council will also function in the capacity of an appellate court, conducting plenary hearings for all student appeals from the Campus Judicial Court. In all cases other than appeals, a decision of the Joint Council shall be submitted to the President in the form of a recommendation.

1. Joint Council cases are referred to the Campus Judicial Chairman by the following people:
  - a. any member of the College community aware that a serious violation has been committed; and
  - b. the Residence Hall Judicial Chairman.
2. Except in the case of extenuating circumstances, an accusation must be made within 96 hours (4 days) of the offense.
3. The Campus Judicial Chairman contacts the President, the Dean of Student Services, Faculty



Chairman and the Student Association President to inform them of a case. A time for the hearing is then set within 7 days of the accusation, except in the case of extenuating circumstances.

4. The Campus Judicial Chairman then contacts all members of the Joint Council and arranges to have excused absences for all students involved in the case.
5. The Campus Judicial Chairman notifies the accused verbally and in writing of the offense of which the student is accused, and the time, the date and the place of the Joint Council hearing. The accused is informed of the right to have an open hearing, character witnesses and paid or non-paid defense counsel. All counsel is in an advisory capacity and the accused must speak for himself if called upon. All hearings will be assumed to be closed unless the accused requests otherwise.
6. The Campus Judicial Chairman talks to the accused, the accuser and the President of the residence hall in which the accused resides to learn the details of the case and informs them of the procedures of the hearing.
7. The Residence Hall Judicial Chairman or Residence Hall President accompanies the accused and remains with him throughout the entire Joint Council hearing.

**Hearing:**

1. The Joint Council members are informed of the circumstances of the case by the Campus Judicial Chairman.
2. The accused is escorted into the council room and introduced to the Council by the Campus Judicial Chairman.
3. The Campus Judicial Chairman informs the accused again of the charge made, the defendant is in-

formed that the honor system applies when testifying and that character witnesses may testify if it is desired.

4. The accused is asked to tell the circumstances surrounding the case and any information relevant to the case.
5. The accused is then questioned extensively by the Joint Council. After testimony and questioning, the defendant remains in the council room to hear all further testimony.
6. The Residence Hall President or Judicial Chairman is escorted into the council room and introduced to the Joint Council by the Campus Judicial Chairman. He is then told to relate the circumstances of the case as he knows them. The Council then questions the President or Judicial Chairman concerning the case.
7. Testimonies are then heard from any other witnesses which are involved in the case. All persons involved with the case are subject to the above procedures.
8. All statements as well as all testimonies are considered in reaching a decision. All Joint Council members including the Campus Judicial Chairman adjourn for deliberation. For additional questioning, members will return to the hearing room. The Faculty Chairman directs the deliberation.
9. A vote is taken for the decision (a majority vote is required for any action, but a unanimous vote is preferred to show the Council's support for the decision).
10. After a decision has been reached, the Faculty Chairman recommends the decision by phone to the President for his approval (or to a deputy appointed by the President in his absence).
11. The Council then returns to the hearing room

and the Campus Judicial Chairman calls for a decision.

12. The decision is then relayed to the accused by the Faculty Chairman.

13. If the case results in either the suspension or expulsion of the accused, the Campus Judicial Chairman immediately escorts the student to the Office of the Dean of Student Services. A student expelled by Joint Council cannot remain on campus. The Dean of Student Services places a call to the parents of the student at the request of the Chairman of Joint Council. The call is made in the presence of the student and the Campus Judicial Chairman.

14. After the hearing, a letter is written to the President confirming the information conveyed to him by the previously mentioned phone call. The original and one copy of the letter are sent immediately to the President. A second copy is filed in the Joint Council file. (Student Association letterhead for all correspondence.)

15. A letter to the student's parents is also drawn up. The secretary of the Joint Council then types the letter and mails it to the parents. Copies of this letter are sent to:

- a. the student;
- b. the Dean of Student Services; and
- c. the Joint Council file.

The Joint Council file should contain a copy of the letter to the parents and a brief summary of the case.

16. Decisions of Joint Council are appealed to the President and may not be returned to Joint Council except in the case of new evidence or questions of procedure. The President has the right to refuse an appeal.

17. An appeal for reconsideration of a decision by



Joint Council is made by letter to the Campus Judicial Chairman. This appeal is made upon presentation of new evidence.

18. Procedures are subject to change according to the uniqueness of a case.

**Procedure for Open Hearings:**

Procedure for an open hearing before either the Joint Council or the Campus Judicial Court will remain essentially the same as for a closed hearing. Any individuals whom the accused wishes to be present shall be allowed to attend, provided they can sit safely in the area. A list of these individuals must be submitted to the Campus Judicial Chairman at least one day before the scheduled trial. The Campus Judicial Chairman maintains the right to clear the room, and he is responsible for maintaining the order and dignity of the court. The members of the court will adjourn for private deliberations after all testimony has been heard.

**Procedure for Appeal:**

1. An offender who wishes to appeal a case from the Campus Judicial Court must do so in writing to the Campus Judicial Chairman.
2. Letters of appeal must be written and submitted to the Campus Judicial Chairman containing a brief summary of the circumstances of the case, the decision of the Campus Judicial Court and the offender's reason for appeal.
3. The Judicial Chairman contacts all members of the Joint Council and the Dean of Student Services. The Chairman may contact the Residence Hall Judicial Chairman for additional information. The Council will meet promptly after receiving the letter of appeal to reconsider the case in its entirety.

**Procedure for Appellate Hearing:**

1. The Campus Judicial Chairman reads the letter of appeal to the Joint Council and adds any relevant information.
2. The Residence Hall Judicial Chairman escorts the offender to the trial.
3. Should the Campus Judicial Chairman be involved in the hearing, the Senior representative will act as temporary chairman for the hearing (at the moment of testimony).
4. The decision of the appellate court is never harsher than the decision of the Campus Judicial Court.

**Constitution**  
Student Association  
Mary Washington College

**Preamble**

WE, THE STUDENTS OF MARY WASHINGTON COLLEGE HAVING ESTABLISHED A STUDENT ASSOCIATION TO PROMOTE COMMUNICATION, COOPERATION AND UNDERSTANDING AMONG STUDENTS, FACULTY AND ADMINISTRATORS DO ORDAIN AND ESTABLISH THIS OUR CONSTITUTION.

**Article I: Purpose**

The purpose of the Student Association shall be to work for a better College community through the development and strengthening of individual responsibility and citizenship. The Student Association shall share with the faculty and the administration the obligation of respecting and promoting the tradition, standards and objectives of the College; and to instill the convictions of self-government and democracy in every student.

**Article II: Membership**

Upon matriculation into the College a student automatically becomes a member of the Student Association.

### **Article III: Organization**

The student body shall elect the following officers: President, Vice President, Academic Affairs Chairman, Judicial Chairman and Student Association Whip. These five officers shall have the responsibility for the efficient operation of the Association under the direction of the President.

### **Article IV: Authority**

The authority of the Student Association is derived from delegation by the President of the College and from the student body of the College. The Student Association shall have the sole authority to act in the name of the student body. The Student Association commits itself to uphold and enforce those regulations which have been made through mutual agreement and understanding between the Student Association and the administration.

### **Article V: Powers**

**Section 1.** The Executive Cabinet of the Student Association shall have the power to regulate all activities undertaken by the Association; it shall also serve as an advisory body to the President of the College.

**Section 2.** The Executive Cabinet, in consultation with the Inter-Club Association, shall have the power to recognize student organizations. Recognition from the Cabinet is necessary prior to the allocation of financial assistance.

**Section 3.** The representatives of the Student Association shall have the power to investigate any matter affecting the welfare of the student body and the College. These representatives have the responsibility to make recommendations which will foster the best interests of the student body and the College.

**Section 4.** The allocation of student activities fees for designated purposes shall be authorized by a special committee or committees of the Association, in keeping with the authority delegated by the President.

**Section 5.** The representatives of the Student Association shall have the power to regulate all Student Association elections.

### **Article VI: Executive Department**

**Section 1.** The Executive power shall be vested in a deliberative body, the Executive Cabinet of the Student Association, under the direction of the President of the Student Association.

**Section 2.** The Executive Cabinet shall be composed of five voting members: the President, the Vice President (the President of the Senate),



the Academic Affairs Chairman, the Judicial Chairman and the Student Association Whip each with equal voice and vote. These positions have a term of office of one year, beginning during the second semester of each year.

**Section 3.** The President, Vice President, Academic Affairs Chairman, Judicial Chairman and Student Association Whip shall be elected by the student body by secret ballot on the basis of a simple plurality of votes cast.

**Section 4.** Eligibility for any office within the Executive Cabinet shall be dependent upon the maintenance of at least a 2.0 cumulative grade point average, good social standing, full-time student status and the maintenance thereof throughout the tenure of the office.

**Section 5.** The oath of office for all elected representatives of the Association shall be as follows:

*I do hereby solemnly promise to support and maintain the Constitution of the Student Association of Mary Washington College, and I pledge my best efforts to the efficient performance of the duties of \_\_\_\_\_ of this Association to which I have been elected.*

**Section 6.** The specific areas of responsibility of each of the Executive Cabinet officers shall be as follows:

**The President shall:**

- a. be responsible for all actions of the Executive Cabinet;
- b. call and preside over all meetings of the aforementioned Cabinet, which shall be responsible to him for all its actions;
- c. be the official spokesman of the Student Association;
- d. call and preside over all meetings of the student body;
- e. nominate students to serve on faculty/student committees upon receipt of the Student Organization and Procedure Committee's recommendation;
- f. designate students to represent the Student Association at official College functions; and
- g. be responsible for the day-to-day operations of the organization.

**The Vice President shall:**

- a. be the President of the Senate and its chief presiding officer;
- b. be the official spokesman for the Senate within the Executive Cabinet; and
- c. assume the Presidency of the Association upon the resignation or removal of the elected President from office.

**The Academic Affairs Chairman shall:**

- a. be the coordinator of student academic concerns and the official representative thereof;
- b. have the responsibility to preside over regular meetings of the departmental representatives, and students on faculty/student committees. The proceedings of these meetings shall be reported to the Cabinet which shall present final recommendations to all groups;
- c. preside over the election of four students to represent student concerns at faculty meetings; and
- d. attend all faculty meetings.

**The Judicial Chairman shall:**

- a. be the official representative of the Student Association in all matters of judicial concern;
- b. serve as chairman of the Campus Judicial Court with the responsibility of presiding over all judicial trials in a non-voting capacity;
- c. serve as the presiding officer of Joint Council in a non-voting capacity;
- d. train and be responsible for all Residence Hall Judicial Chairmen; and
- e. be responsible for maintaining records of all judicial proceedings, and reporting the outcome of all Joint Council trials to the President of the College.

**The Student Association Whip shall:**

- a. be the representative of special concerns and interests of the student body to the Executive Cabinet;
- b. represent the Association as a member of the Student Association Concert Committee; and
- c. be the Cabinet contact for all correspondence and dealings with student lobbying groups.

**Section 7.** The Executive Cabinet shall formulate and declare the Student Association goals and policies for its administration and may originate and propose legislation. The Cabinet shall have the power to veto any legislation recommended by the Senate and shall serve as *ex-officio* members of the Senate. (*Ex-officio* shall be defined as having a full voice and vote.)

**Section 8.** The Executive Cabinet may be assisted by advisers who may include the Chairman of Class Council, the President of the Residential Council and the President of the Nonresidential Students Association, as well as any other advisers that the President deems necessary.

**Section 9.** In case of the removal of the President of the Student Association from office or of his resignation or inability to discharge his duties, the powers and duties of the office shall devolve to the Vice President of the Student Association. In case of removal of the Vice President, Academic Affairs Chairman, Judicial Chairman or Student Association Whip or upon resignation or inability to discharge the powers and duties of the aforementioned offices, a special election shall be called by the President for the purpose of electing successors.

### **Article VII: Legislative Department**

**Section 1.** All legislative powers herein granted shall be vested in one legislative body, a student Senate.

**Section 2.** The Vice President of the Student Association shall be President of the Senate and the official spokesman of the Senate within the Executive Cabinet. As President of the Senate, he shall call and preside over all meetings of the Senate and shall have no vote unless the vote be equally divided.

**Section 3.** Any student who is in good standing academically (2.0 GPA) and socially shall be eligible to be a senator, with the further stipulation that he has attended the mandatory Senate workshop that will be held after district nominations. Senate elections shall be at the beginning of the academic year. Each senator shall be elected for a term of one academic year.

**Section 4.** Each residence hall shall have at least one senator notwithstanding the number of residents in said residence hall. Each residence hall containing more than fifty students shall be represented by one senator from each district of fifty students and one additional senator when an increment of fifty is exceeded by thirty students. There shall be at least one senator for every full-time equivalent of fifty non-residential students and one additional senator when an increment of fifty is exceeded by thirty students.

**Section 5.** The Senate shall have the power to originate policies and proposals to represent and act upon all issues of student concern and to approve or veto any proposals. The Senate, by a two-thirds majority, can override a veto from Executive Cabinet.

**Section 6.** All powers of investigation and formal proposal shall be vested in the standing and temporary committees of the Senate for the efficient performance of its duties. The chairman of each committee will be elected at large in the campus-wide elections in the second semester of the academic year.



**Section 7.** Two-thirds of the Senate shall constitute a quorum to do business. Any student may make a proposal to the Senate, which will immediately be mandated to the appropriate committee to be researched. after final review by the Senate, the approved proposal shall be presented to the Executive Cabinet by the President of the Senate.

## **Article VIII: Judicial Department**

**Section 1.** All judicial powers herein granted shall be vested in the Campus Judicial Chairman, a Campus Judicial Court, the Joint Council and the Residence Hall Judicial Chairman.

**Section 2.** In all judicial matters under consideration by student courts, students shall have the right to a speedy and public trial, to consult an attorney and to confront witnesses against him.

**Section 3.** Each residence hall shall have one Judicial Chairman, who shall be elected by the hall residents in the spring. He shall hold office for a term of two semesters.

**Section 4.** No student except one who is in good standing academically (a GPA of 2.0) and socially and who shall reside on campus during his term of office shall be eligible to hold office of Residence Hall Judicial Chairman.

**Section 5.** The Residence Hall Judicial Chairman shall administer minor residence hall infractions. In matters more serious than the specified hall offenses, the Residence Hall Judicial Chairman shall refer cases to the Campus Judicial Chairman.

**Section 6.** The Campus Judicial Chairman shall serve as Chairman of the Campus Judicial Court.

**Section 7.** The Campus Judicial Court shall be composed of eight representatives, two from each of the four classes. The representatives from the sophomore, junior and senior classes, along with the Campus Judicial Chairman, shall be elected in the spring; freshmen shall be elected in the fall.

**Section 8.** Members of the Campus Judicial Court shall hold office for a term of one year, beginning during the second semester and continuing until their successors are duly installed. No student, except one who is in good standing academically and socially, shall be eligible to serve on the Campus Judicial Court.

**Section 9.** The members of the Campus Judicial Court shall establish guidelines for judicial procedures and policies to be followed by the

Residence Hall Judicial Chairman and serve on Joint Council when needed.

**Section 10.** The Joint Council shall be composed of four members of the Campus Judicial Court (one from each class) and three faculty members, appointed by the President. The Campus Judicial Chairman shall serve as the presiding non-voting officer of Joint Council.

**Section 11.** As a matter of right, any student brought before the Campus Judicial Court may appeal a decision of the body to the Joint Council.

**Section 12.** The Joint Council shall conduct a plenary hearing on all student appeals; the Joint Council shall also hear and decide cases which might result in suspension or expulsion and cases of extreme complexity.

**Section 13.** A decision of the Joint Council shall be submitted to the President of the College in the form of a recommendation.

**Section 14.** An open hearing shall be held at the request of the accused. As many people as can safely sit in the area in which the hearing is to be held may attend the hearing at the request of the accused.

## **Article IX: Residential**

**Section 1.** Each Residence Hall President shall be a member of the campus Residential Council. The Residential Council shall work with the Student Association and the Office of the Dean of Student Services in coordinating residential activities and responsibilities.

**Section 2.** Any student who is a rising sophomore, junior or senior, in good social and academic standing (2.0 GPA), and who shall reside on campus during his term of office, shall be eligible to run for any residential hall office.

**Section 3.** Each upperclass residence hall shall elect a President and a House Council. The House Council shall include the Vice President, a Judicial Chairman, a Social Chairman, a Safety and Welfare Chairman, an Elections Chairman and a Secretary/Treasurer. (The Elections Chairman shall serve as a member to the Senate Rules and Procedures Committee.) Elections shall be held in the spring semester after room assignments have been completed.

**Section 4.** The office of Freshman Hall President is open to any student who is in good social and academic standing (2.0 GPA). The Freshman Hall Presidents shall be chosen by the members of Residential Council during the second semester. A Freshman Hall President shall appoint temporary hall officers until the hall residents elect their own officers in the fall.

**Section 5.** The Residential Hall President shall call and preside over hall meetings and shall consult regularly with the House Council. The Vice President shall be responsible for the organization of a hall's desk duty and shall assume the duties of the President in his absence or upon request. The Secretary/Treasurer shall keep minutes of all Hall and House Council meetings; shall maintain the hall's correspondence; and shall keep accurate records of the hall's finances.

**Section 6.** Individual hall chairmen shall be elected in the fall. They shall assist the House Council in any way possible.

**Section 7.** The House Council shall be responsible for seeing that the regulations concerning visitation, drinking, private parties and guests are observed. They shall refer any violations to the appropriate student judicial body.

## **Article X: Amendments**

An amendment to this constitution may be proposed by the Executive Cabinet or the Senate, or upon petition of ten percent of the student body to the Senate. A proposed amendment shall be conspicuously posted on the Student Association and residence hall bulletin boards for at least one week and shall be published in at least one issue of a campus-wide news medium. The Senate shall then consider the proposed amendment in an open meeting of the Senate in which all students shall be invited to participate. A quorum shall be present when an amendment is considered. An affirmative vote of two-thirds of the senators present shall ratify an amendment. The amendment shall become effective immediately.

### **Amendment 1. Recall**

**Section 1.** Any student official may be recalled by his constituency if he has failed to perform efficiently the duties of, or uphold the standards of, the office.

**Section 2.** The following recall procedure shall be utilized unless it is contradictory to the means of recall as set forth in the constitution of the particular group considering the question.

**Section 3.** Upon petition of twenty percent of the electorate for said office, the question of recall shall be considered. A quorum of the electorate must vote in favor of recall in order for the motion to be carried and a student official to be recalled by his constituency.

### **Amendment II. Repeal and Referendum**

The student body has the right to call for a referendum on any issue within its jurisdiction and to repeal any piece of legislation which has



been passed by the Senate. A petition of ten percent of the Student Association will call for the question.

**Amendment III. Student Association Finance Committee**

**Section 1.** The Student Association Finance Committee shall have the power to allocate funds from the Student Activities fee.

**Section 2.** Areas of allocation shall be to recognize student organizations of no religious or political affiliation, the Board of Publications and to any social activity that is open to the entire student body.

**Section 3.** The Student Association Finance Committee shall consist of nine members: three senators and three non-senators elected by the Senate; and three *ex-officio* members, the President, Vice President and Secretary/Treasurer of the Association. The Comptroller shall serve as consultant to this Committee.

**Amendment IV. Ratification**

Ratification of the Constitution of this Association shall be decided upon by a plurality vote of the student body.

**Amendment V. Student Association Entertainment Committee**

**Section 1.** The Student Association Entertainment Committee shall have the power to plan and organize concerts, speaker programs and other forms of entertainment of interest to the entire College community.

**Section 2.** The Entertainment Committee shall have seven voting members. The Student Association Whip and the Class Council Secretary/Treasurer shall be automatic members; three other students shall be elected at large by the student body; a faculty representative from the Fine Arts; and the Dean of Student Services shall also serve as *ex-officio* members.

**Section 3.** Funds for this Committee shall be provided from the Student Activities Fee. A detailed request must be submitted each year by this Committee to the Student Association Finance Committee for approval.

## By-Laws of the Senate

The By-Laws of the Senate shall be as an explanation and method of implementation of the Student Association Constitution.

### Section 1. Legislative Procedures

- I. The rules contained in *Robert's Rules of Order Revised* shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with the Student Association Constitution.
- II. The Senate shall meet every week on a day agreed upon by the Senate. Attendance to these meetings is mandatory. If a district is not represented two consecutive weeks, the Senator from that district **will lose his job**. The President of the Senate by a majority vote, a quorum being present, may change such dates, provided that the Senate shall meet at least once a month.
- III. No member of the Student body or College staff may be excluded from any regular meeting of the Senate.
- IV. Any student shall be allowed to address the Senate within the restrictions of the *Rules of Order*, upon recognition by the President of the Senate. Any other member of the College community may be recognized to speak on the floor of the Senate by a carried motion from the floor.
- V. The President of the Senate shall appoint a Secretary of the Senate with the advice and consent of that body as determined by a two-thirds vote.
- VI. At the beginning of the year, the Senate shall elect a Parliamentarian who shall be neither a Senator nor an alternate, to advise the President of the Senate on all points of order. The Senate shall also elect from its body a Vice President who shall act as President of the Senate in the event of the **absence** of the President of the Senate. If, for any reason, this Vice President is unable to complete the term of office, another election will be held.
- VII. The alternate Senator shall be the student who places second in the Senate elections. He shall have the same **rights** and privileges in the Senate while serving as the representative of his district when the Senator is unable to attend. Senators may **delegate** a voting substitute representative with a referendum of the district yielding 20 percent approval. The list of the district must be submitted to the Secretary of the Senate at the beginning of the meeting.
- VIII. There must be a quorum in order for any voting to take place. A **motion must be made in order to move to discussion a piece of business** on the floor. Debate in the Senate shall be limited. On any one question, each Senator shall be allowed a total of ten minutes on the

floor, unless by consent this period be extended. A limit of three speakers in succession shall be allowed to present opinions on one side of a question. The previous question may be called or debate limited by a two-thirds vote of the members present. During discussion, the piece of business may be postponed indefinitely, amended, referred to a committee, postponed definitely or tabled.

- IX. All Senators must consult their constituents on any proposed revision. If two-thirds of the Senate does not support the proposed revision, then it will be put to a student body vote.
- X. Only a point of order may interrupt voting and such a point of order must question either the procedure or the necessity of voting.
- XI. After three rejections of a Senate Committee proposal by the Senate, the Senate shall have the option to establish a mandated *Ad-Hoc* committee for the purpose of deciding the course of action to be taken on the proposal. The committee shall have the option to take a proposal to the Executive Cabinet as a group of interested students.
- XII. If consent of the Senate is requested by the President of the Senate, it shall be considered given unless one-third of the Senators present object.
- XIII. If a Senator is unable to fulfill his term of office, an election shall be held among his constituents to fill the vacancy.
- XIV. The following form, distributed twice each year (once before Thanksgiving and once in the Spring), shall be used in the evaluation of Senators by their constituents.

*This is a vote-of-confidence ballot which will be helpful in determining the success of your Senator thus far this year. It is designed to encourage your honest opinion of his performance and to have you air general comments, grievances, etc., about activities in the Senate. It is also a reminder to you that good representation requires your active concern as well as your Senator's, so please consider both sides in measuring his ability. And PLEASE make any suggestions which you feel would expedite better communications among all of us. (This will be anonymous.) Your district number is \_\_\_\_\_.*

- 1. Do you approve of the way your Senator is handling his job?  
☐ No ☐ Yes
- 2. If Yes, your comments and suggestions would be appreciated.
  - a. Are you totally satisfied with the way you are being informed about Senate meetings? (bulletin boards, meetings, etc.)

COMMENT \_\_\_\_\_



- b. Do you feel that your Senator is receptive to your point of view?

COMMENT \_\_\_\_\_

- c. In your estimation, how effectively has your Senator been a true liaison between his constituents and the Student Association?

COMMENT \_\_\_\_\_

3. How well have you performed as a constituent in keeping up with issues, being well-informed and in talking over with your Senator any questions or objections you have had?

4. OTHER?

XV. In order for the Senate to measure communications with the Executive Cabinet, there will be two special meetings between the Senate and Executive Cabinet — the first at the end of the first semester and the other to be held within the month before campus elections in the spring.

XVI. The Senate may supervise the elections for organizations outside its original jurisdiction at the request of those organizations.

## Section 2. Senate Committees

I. Senate Committees shall be composed of an elected chairman, members who are Senators and non-Senators and as many *ex-officio* members and assistants as deemed necessary. In matters of proposed changes to proposals, all members of the committee shall have an equal vote.

II. Each Senator must belong to at least one Senate Committee and attendance at the Committee meetings is mandatory.

III. Any *ex-officio* members and assistants to the committee shall be chosen at the discretion of the committee.

IV. In general, the Senate committees shall be established for the purpose of:

- a. advising the President of the Senate;
- b. conducting investigations followed by the drafting, reviewing and formalizing of proposals and amendments as mandated to them by the Senate; and
- c. presenting the actions of the committees for review by the Senate for acceptance or rejection. Upon rejection, suggestions for revision may be offered to the committee. Following further consideration and possible revision of the proposal by the committee, the revised form shall be represented to the Senate.

V. The Student Organization and Procedures Committee shall be composed of five Senators and five non-Senators (excluding the Committee Chairman) to be elected from nominations made from the floor of the Senate.

### Section 3. *Ad-Hoc* Committees

- I. *Ad-hoc* Committees shall be defined as impermanent groups which are not established standing Senate committees.
- II. The Senate shall not abridge the right of the students to form *ad-hoc* committees.
- III. The Senate may place regulatory conditions only on the expenditure of funds granted to *ad-hoc* committees by the Senate.

### CAMPAIGN RULES

1. All candidates must be in good academic standing (2.0 GPA) and in good social standing.
2. Nomination by petition may be accomplished if a student submits a petition in support of his nominations, which has been signed by 10 percent of the student body, to the Senate Rules and Procedures Chairman before the scheduled deadline.
3. A limit of \$25 is hereby established on campaign expenditures. This amount includes any donations made to the campaign. A typewritten, itemized account of campaign expenditures and donations should be submitted to the Senate Rules and Procedures Committee no later than one week after final voting.
4. There is a limit of 25 pieces of campaign material, excluding qualification sheets, which may be posted on campus or in buildings. (Example: a 3 x 5 card by a telephone is considered a piece of campaign material.)
5. Campaigning over the public address system, in the Post Office or by fliers (printed material distributed to individual rooms) is NOT permitted.
6. All campaign material attached to fronts of buildings must be of oil cloth or other suitable fabrics and must be strung or wired to the building.
7. Buttons (any campaign material worn on the person) are unlimited in number.
8. Each candidate must submit a typewritten qualification/platform sheet to the Rules and Procedures Committee Chairman. This is in lieu of fliers. It will be copied and distributed to be posted in Ann Carter Lee foyer, Day Students Lounge and all residence halls. The cost of this service to the candidate is \$1, which should accompany the qualifications/platform sheet. If the \$1 is not received, then the only place where the sheet will appear will be Ann Carter Lee foyer. The sheet must include NAME, OFFICE SEEKING, AGE and MAJOR FIELD OF STUDY. A picture may be attached. The sheet is limited to one side of a legal page.

9. Loitering or campaigning on the day of final voting is not allowed in the area where voting takes place. All campaign material in this area must be taken down before voting begins.
10. All posters must be taken down by the Friday after elections or the office won will be forfeited.
11. If the above-mentioned rules are not followed, the candidate will be disqualified. Any deliberate attempt by a candidate or his followers to disqualify another candidate will result in the disqualification of the first mentioned candidate.
12. Exceptions to any of the above rules for any election must be cleared by the chairman of the Rules and Procedures Committee.
13. If any election is to be contested, a formal complaint must be made to the chairman of the Rules and Procedures Committee within 24 hours after the election.



## Class Council

The Class Council is the coordinating body of all class activity. It is composed of the four major class officers (President, Vice President, Secretary/Treasurer and Publicity Chairman) of each of the four classes. Class Council is a separate entity with no connection with the Student Association. Its function is that of a body solely concerned with social activities on campus, and its goal is the promotion of more and better social activities. It is structured so that more people can be involved in Class Council activities and provide an atmosphere of a real community through the classes working closely together.

### Constitution

#### Class Council

#### Mary Washington College

### Article I: Purpose

Class Council is the coordinating body of all class activity. It is a separate entity with no connection with the Student Association. Its function is that of a body solely concerned with social activities on campus, and its goal is the promotion of more and better social activities. It is structured so that more people can be involved in Class Council activities and provide an atmosphere of a real community through the classes working closely together.

### Article II: Organization

**Section 1.** Class Council shall be composed of the four major class officers (President, Vice President, Secretary/Treasurer and Publicity Chairman). These officers represent the class at Class Council meetings and act as a liaison between the class and Class Council. These four officers are equal voting members of Class Council.

**Section 2.** The officers of Class Council shall be as follows:

- a. The President of Class Council will be elected from the members of Class Council by the members themselves. He may not hold any other office in Class Council. The President serves as a liaison between the administration and Class Council and presides over all Class Council meetings. The President also acts as an adviser to the Executive Cabinet of the Student Association.

- b. The Secretary/Treasurer of Class Council shall be elected from the Secretary/Treasurers of each class by the members of Class Council. He keeps minutes of all meetings and handles all correspondence for Class Council. He shall also serve as Chairman of the Finance Committee, which is composed of the Secretary/Treasurers of each class.
  - 1. The function of the Finance Committee is to review all requests for allocations and also to set up a budget for Class Council.
  - 2. The Chairman of the Finance Committee keeps an accurate record of all financial transactions and presides over all Finance Committee meetings.
- c. The Head Publicity Chairman for Class Council shall be elected from among the publicity chairmen of the classes by the members of Class Council.
  - 1. The Publicity Committee shall be composed of the publicity chairman from each class and any interested students.
  - 2. The function of the Publicity Committee is to publicize all events sponsored by Class Council.

**Section 3.** The duties of each class officer are defined as follows:

- a. The President shall preside over all class meetings. He is a liaison between the class and Class Council.
- b. The Vice President presides over class meetings in the absence of the President. The Vice President of each class will act as committee chairman for various activities of the Council throughout the year.
- c. The Secretary/Treasurer shall keep minutes of all meetings and handle all correspondence for the class. He shall also serve on the Finance Committee of Class Council.
- d. The Publicity Chairman shall handle all publicity for the class. He shall also serve on the Publicity Committee for Class Council.

**Article III: Budget**

The budgets of all four classes are consolidated. This provides one single treasury from which Class Council finances all activities.

**Article IV: Elections**

**Section 1.** Attendance at workshops shall be mandatory for all persons seeking office. These workshops shall be held prior to nominations. The duties of specific offices and the functions of Class Council shall be discussed at these workshops.

**Section 2.** Any persons desiring to have their name placed on the ballot after nominations shall do so by submitting a petition consisting of 20 percent of their respective class to the President of Class Council within 24 hours of official nominations. These petitioners must then be given a workshop training.

**Section 3. Campaign Rules**

- a. All candidates must be in good academic standing (as defined by the Dean's Office as regards to grades only) and in good social standing.
- b. There will be no campaigning over the public address system.
- c. A limit of \$25 is hereby established on campaign expenditures.
- d. There is a limit of 25 pieces of campaign material which may be posted on campus or in buildings. (Example: a 3 x 5 card by a telephone is considered one kind of campaign material)
- e. All campaign material attached to fronts of buildings must be of oil cloth or other suitable fabric and must be strung or wired to the buildings.
- f. Buttons (any campaign material worn on the person) may be unlimited in number.
- g. No fliers (printed material distributed to individual rooms) are permitted.
- h. Each candidate must submit a typewritten qualification/platform sheet to the President of Class Council. This is in lieu of fliers. This sheet should include NAME, OFFICE SEEKING, AGE and MAJOR FIELD OF STUDY. A picture may be attached. The sheet is limited to one side of a legal page and will be posted in Ann Carter Lee Hall.
- i. The qualification/platform sheets do not lower the above-mentioned figure of 25 pieces of campaign material.
- j. Loitering or campaigning in the building where the election will take place on the day of final voting will not be tolerated.
- k. No campaign material is to be posted in a designated area on the day of the final voting. This area is designated by Class Council before each election.
- l. The Post Office is off limits for campaign material.
- m. If the above-mentioned rules are not followed, the candidate will be disqualified.
- n. All posters must be taken down by Friday after elections.
- o. Any deliberate attempt by a candidate or his followers to disqualify another candidate will result in the first-mentioned candidate's disqualification.
- p. Exceptions to any of the above rules for any election must be cleared by the President of Class Council.



- q. If an election is to be contested, a formal written complaint must be made to the President of Class Council within 24 hours after the election.

## **Article V: Failure to Finish Term of Office**

**Section 1.** In the event of a vacancy in any of the offices other than President, the present officers of the class shall appoint a person to fill the remainder of the term.

**Section 2.** Should the vacancy occur in the office of the President, the Vice President shall become President and a new Vice President shall be appointed by the present officers to fill the remaining term.

**Section 3.** Should there be a vacancy in any of the offices of Class Council a replacement shall be elected by the members of Class Council following the guidelines of the original elections.

## **Article VI: Meetings**

**Section 1.** Class Council meetings are held regularly, and it is the prerogative of the Council members to decide how often meetings are necessary.

## **Article VII: Sponsor**

**Section 1.** One member of the faculty is to be chosen by members of the Class Council to act as a sponsor.

## **By-Laws**

The By-Laws of Class Council shall be an explanation and method of implementation of the Class Council Constitution.

### **Section 1. Oath of Office**

*I \_\_\_\_\_ do solemnly promise to uphold the Constitution of Class Council of Mary Washington College and pledge to efficiently perform the duties of the office of \_\_\_\_\_ to which I have been elected.*

**Section 2.** A vote-of-confidence shall be taken for the Officers of Class Council within a month after the installation of the Freshman class officers. If a negative vote-of-confidence is found, an election shall be held by members of Class Council to fill the vacant position.

**Section 3.** It is strongly suggested that each class have an interdorm council. The purpose of an interdorm council is to involve as many people as possible to facilitate communication between officers and class, to provide a body from which the officers can draw people to act as chairmen and committee members for Class Council events and to preserve the individual class identity.

**Section 4.** The Senior class will also appoint a Senior Alumni Representative who is not a member of Class Council.

**Section 5. Recall**

- a. Any student official may be recalled by his constituency if he has failed to perform efficiently the duties of, or uphold the standards of, the office.
- b. Upon petition of 20 percent of the electorate for said office, the question of recall shall be considered. A quorum of the electorate must vote in favor of recall in order for the motion to be carried and a student official to be recalled by his constituency.

**Section 6.** An officer must remain in good academic standing (as defined by the Dean's Office in regards to grades only) and also in good social standing throughout his term in office.

## Student Membership on Faculty Committees

There are various student-faculty committees, all of which welcome and encourage active student participation. These committees deal with many areas of College concern — such as academic policies and procedures, administrative responsibility for specific aspects of the College program and specific interests involving students and faculty.

Students interested in serving on these committees must first file applications during the second semester of the academic year to the Senate Student Organizations and Procedures Committee. The SOP Committee then studies these applications and makes its recommendations for student representatives to the President of the Student Association. The President studies these recommendations and from these makes his nominations for student representatives to the President of the College who then formally invites these students to be members of a committee.

The following is a list of faculty committees on which students serve:

**Academic Counseling and Guidance Committee** — This committee deals with matters related to academic counseling and guidance, such as continuous evaluation of the academic advising programs of the College and of the several departments and makes periodic study of the academic probation and suspension policies of the College.

**Academic Public Occasions Committee** — This committee arranges for and promotes interest in the Concert Series, the Visiting Scholar Program and College assemblies.

**Admissions and Admissions Policy Committee** — This committee assists and advises the Dean of Admissions and Financial Aid on matters concerning admissions policy of



the College, including changes in existing policy, early admissions, minority enrollment and the admission of older students and those with atypical preparation.

**Committee on College Affairs** — This committee deals with matters recommended for study by the College President.

**Committee on Special Degree Programs** — This committee approves or disapproves applications for Special Degrees and aids in setting up the curriculum for these degrees.

**Curriculum Committee** — This committee maintains a continuing study of matters related to curriculum, such as types of degrees and requirements for graduation, course offerings, requirements for major programs, departmental recommendations for adding new courses and for modifying or discontinuing existing courses.

**Instruction and Academic Affairs Committee** — This committee studies matters related to instruction and the recognition of superior students, such as grading practices and classroom teaching procedures, schedule of individual class meetings, individual study programs and the granting of academic recognition for superior achievement and departmental honors programs.

**Library Committee** — This committee helps interpret the library needs of the faculty and students, recommends policy with respect to the purchase of books, periodicals and other library materials, advises the Librarian on matters of general library policy and encourages and promotes the use of the Library.

## Honor Code

Registration as a student in the College is not complete until the Honor Pledge card has been signed. No grades or credits will be released unless this Pledge is on file.

### HONOR PLEDGE

*I, as a student and citizen of Mary Washington College, do hereby resolve to uphold the honor of the College by refraining from giving or receiving academic material in a manner not authorized by the instructor; from the illegal appropriation of the property of others; and from the deliberate falsification of facts. I shall do all in my power at all times to create a spirit of honesty and honor for its own sake both by upholding the Honor System myself and by helping others to do so. I understand the Honor System and realize that a plea of ignorance will not be accepted by the Honor Council.*

## HONOR CONSTITUTION

### Preamble:

The Honor System is the mature and deeply cherished moral code of personal integrity at Mary Washington College. The students derive their authority and responsibility to create and maintain an Honor System from the Board of Visitors. Because students are responsible for deciding when a breach of honor has been committed, the enforcement of the Honor System is in their hands.

Each student as a member of the student body at Mary Washington has the responsibility, not only for familiarizing himself with the provisions of the Honor Code upon which the student body has agreed, but also for developing within himself the highest and strongest personal honor code possible. Each student must realize that by accepting admission to Mary Washington, he has acknowledged his commitment to the provisions of the Honor Code. When he signs the Honor Pledge Card, he is committing himself to support the Honor System. He is stating that he understands it and realizes that a plea of ignorance is not acceptable. Matriculation as a student in the College is not complete until the Honor Pledge card has been signed. No grades or credits will be released unless the pledge is on file.

## **Article 1: Scope of the Honor System**

**Section 1.** The Honor System requires that a student govern his own conduct in an honorable way at all times in his dealings with any member of the College community.

**Section 2.** The Honor System applies to a student's conduct in all aspects of his academic pursuits at Mary Washington.

## **Article II: Provisions of the Honor Code**

**Section 1.** The violations of the Honor Code are *lying, stealing or cheating*.

- A. *Lying* — A deliberate, unjustifiable misrepresentation of the truth.
  - 1. Forgery is considered lying. Forgery is falsely and fraudulently making or altering a writing or document which if genuine would have some legal effect upon the rights of others.
  - 2. Falsification or misuse of the student identification card is considered lying. The use of another's identification card or allowing another to use one's own constitutes misuse.
- B. *Cheating* — An intentional misrepresentation of someone else's work as being one's own or a misrepresentation of the circumstances under which the work was done.
  - 1. Copying is the use of (a) one's own material (b) another's material (c) crib notes (d) textbook (e) class notes during an examination *without authorization to do so*.  
NOTE: Crib notes refer to notes brought into class for illicit use during an examination.
  - 2. Collaboration — Working with another person or persons in the execution of a test, report, paper, laboratory work or assignment *unless authorized to do so*. Except where joint effort is permitted or special regulations are made by the instructor, all work for which credit is sought must be performed by the individual student.
  - 3. Plagiarism — Consists of copying or imitating the language, ideas and thoughts of another author and presenting this material as one's original work.
    - a. Common Knowledge — Consists of facts or opinions commonly known to authorities in a particular field of study. (Rule of thumb: Facts or opinions which can be found in four or more sources are generally considered common knowledge; opinions or general facts which are common to at least four sources used for a paper do not usually require footnotes unless directly quoted.)



- b. Paraphrasing — Consists of complete rewording, using one's own sentence structure. Any paraphrased facts or ideas that are not common knowledge must also be footnoted.
- c. Quoted Matter — When the writer borrows what belongs to another, he must indicate the source by internal reference or footnote. The writer must enclose another's words, phrases or ideas in direct quotations. All direct quotations of more than three consecutive significant words (this is only a rule of thumb) should be indicated by quotation marks. It is the student's responsibility to use a recognized source, such as Seeber's *A Style Manual for Students* or the *MLA Style Sheet* as a guide for making footnotes and bibliography unless otherwise instructed by the professor.

IT IS THE STUDENT'S RESPONSIBILITY TO FIND OUT ALL THE REQUIREMENTS OF ANY COURSE FROM THE PROFESSOR. IF A STUDENT IS IN DOUBT CONCERNING PARAPHRASING AND COMMON KNOWLEDGE, HE SHOULD CONSULT THE PROFESSOR FOR INSTRUCTIONS.

- 4. Divulging Information — Revealing or disclosing information relating to academic work without authorization to do so.
- 5. It is the obligation of the professor to explain the conditions under which the work assigned is to be completed, and it is the obligation of the student to be familiar with and to accept these conditions.

In order to reaffirm his belief in the Honor System, a student shall write out and sign his name to the following pledge on quizzes, examinations and other important written work: *I hereby declare upon my word of honor that I have neither given nor received help on this work.* This pledge means that the work which the student hands in to his professor is his own and has been done in accordance with the requirements of the course as presented by the professor.

- C. **Stealing** — Taking another person's property without his authorization or consent. Unauthorized duplication of a College key is considered stealing.

### Article III: Organization of the Honor Council

**Section 1.** The Honor Council is a judicial body designed to try specific cases brought to it by any member of the College community regarding possible violations of the Honor Code. It has no responsibility for discovering guilt before an accusation has been made. The Honor Council

shall consist of a President and eight class representatives, two elected from each class.

**Section 2.** The Honor Council President is elected by the student body on the basis of a simple majority. His term of office will begin in the spring of the year in which he was elected, continuing until his successor is duly installed or until he is reinstalled in the event he is reelected. The Honor Council President must not be on academic or social probation. He may be recalled if he fails to perform efficiently the duties or uphold the standards of the office. The duties of the Honor Council President are as follows:

- A. To counsel privately all students as the need may arise;
- B. To call and act as Chairman of the Honor Council as a non-voting member during a trial;
- C. To call and preside over all meetings of the Honor Council other than trials as a voting member;
- D. To be the official spokesman for the student body on matters concerning the Mary Washington College Honor system;
- E. To keep accurate records of Honor Pledge cards;
- F. To properly counsel an accused party of his rights (see Article IV) in the event of an Honor trial;
- G. To inquire into the charge and see that all necessary witnesses and parties are available;
- H. If the President becomes unable to discharge any necessary function, when needed, he must resign and a new President will be elected.

**Section 3.** An Honor Council Representative cannot be on social or academic probation. He shall be installed in the spring of the year in which he is elected but will not assume his duties until the day after graduation the same year. If any council member should resign or be unable to discharge his duties, his office shall be filled by an election in his respective class. Honor Council Representatives may succeed themselves. Any Honor Council Representative may be recalled by his class if he has failed to perform efficiently the duties or uphold the standards of the office. The duties of each Honor Council Representative are as follows:

- A. To promote an understanding of the Mary Washington Honor System;
- B. To serve during the trials as a voting member;
- C. To interpret the Constitution as elected representatives of the student body;<sup>1</sup>
- D. To return to school at his own expense during the school year for an Honor trial. If there is a need for him to return for an

Honor trial during the summer or school holidays, he shall be reimbursed for travel expenses by the Honor Council;

- E. To participate in Leadership Conference and all orientation sessions in any capacity needed;
- F. To assist with any clerical work required of the Honor Council.

**Section 4.** One Honor Council Representative will be elected Vice President by the Council. In the absence of the Honor Council President, he will assume all the duties of the President which may be required, but he may not serve as the Chairman of an Honor trial. The Vice President shall also be responsible for accurate records of expenditures of the Honor Council budget funds.

**Section 5.** The Honor Contact within each residence hall shall be elected in the spring in conjunction with residence Presidents. The Honor Contact for nonresidential students shall be elected in the spring in conjunction with the election of the officers of the Day Student's Club. The Honor Contact shall assume his duties the following August. In freshman residence halls the Honor Contacts shall be elected in September along with other permanent residence hall officials. The responsibilities of the Residence Hall Honor Contact are:

- A. To attend training sessions given by the Honor Council;
- B. As the official representative of the Honor Council within the residence hall, he shall be responsible for relaying to the residents information referred to him by the Honor Council;
- C. To encourage hall residents to report immediately any incidents of lost or stolen objects and to accumulate and record all facts reported to him about any possible Honor violation occurring in the residence hall, and refer this information to the Honor Council President.

The responsibilities of the Nonresidential Student Honor Contacts are:

- A. To attend training sessions given by the Honor Council;
- B. As the official representative of the Honor Council among the nonresidential students, he shall be responsible for relaying to the nonresidential students information referred to him by the Honor Council;
- C. To keep a record of items lost or reported stolen and to encourage nonresidential students to report any incidents of lost or stolen objects immediately whenever they are within the jurisdiction of the Honor Council.

**Section 6.** There will be two faculty advisers selected by the Honor Council, at least one of whom shall be present at each trial, but shall have no vote. The Honor Council may seek the advice and assistance of legal counsel.



**Section 7.** Upon a petition of 20 percent of the class (in the case of the Honor Representative) or the campus (in case of the President) to the Honor Council, the question of recall shall be considered. A quorum of the Honor Council must vote in favor of recall in order for the motion to be carried. If the recall motion is carried, there will be an election as soon as possible. The Honor Council retains the power of veto over a petition of recall; however, this veto may be overridden upon a petition of 40 percent of the constituency followed by a simple majority of the votes cast by the student body. The recalled member of the Honor Council retains the right to participate in the election.

## **Article IV: Procedures**

### **Section 1. Investigation**

- A. The Honor Council is governed by the premise that every person is deemed innocent until proven guilty. A student who places himself in suspicious circumstances is endangering both himself and the Honor System. Any member of the College community at any time should feel obligated to investigate a possible violation of the Honor Code, and with the assistance of such persons as he may have reason to call upon, investigate the matter as secretly and speedily as possible.
- B. If, after the investigation, the investigating party is satisfied that the suspected student is not guilty of an Honor violation, there shall be no further proceedings, and nothing connected with the case will be made public. If, however, the investigating party believes the suspected person guilty of a violation of the Honor Code, he shall approach that person with a request for an explanation of his conduct. If the former party is satisfied by the latter's explanation, there shall be no further proceedings. If no satisfactory explanation is made, the investigating party shall specifically accuse the one under suspicion and shall immediately notify the Honor Council President. The accuser must also give written notice of accusation to the Honor Council President.
- C. The Honor Council President shall notify the accused in writing of the charge against him and shall require him to elect whether to withdraw from school within 72 hours or stand trial as outlined in the Honor Constitution.
- D. If the accused does not withdraw from school within 72 hours after notification by the Honor Council President, he shall be deemed to have elected to stand trial. The Honor Council President shall set a time and place for trial and shall notify the accused of the provisions and procedures applicable to trial.

- E. The trial shall take place not less than 3 days nor more than 15 days after the formal notification by the Honor Council President to the accused. The accused may waive the 3 day restriction if he should desire an earlier trial. For good cause shown, the Honor Council President with the consent of the accused may extend the trial beyond the 15 day limit. If the accused prefers to withdraw from the College, his status shall be the same as though he had been found guilty and dismissed by the Honor Council. On his official transcript, it shall be recorded that the student withdrew from the College under accusation of an Honor violation. An accuser may not drop a charge upon the agreement of the accused to depart from the College. When the accused desires to leave Mary Washington without a trial, he must notify the Honor Council President of such action. Following such notification, the Honor Council shall take action to record the facts as they were presented, and the proper administrative offices will be notified to record the change of status and the accusation on the transcript. If a student leaves the College either before or after a trial, the Honor Council President shall notify the President of the College of such action.

## **Section 2. Trial**

- A. A quorum which consists of 5 Honor Council Representatives and the Honor Council President is necessary before a trial can convene.
- B. If the Council member feels that he cannot hear the case objectively or if the Council feels that a member cannot judge without bias, then said Representative shall disqualify himself or be disqualified by the Council from the trial by a two-thirds vote of the presiding members.
- C. The accused may engage someone to advise and act as his counsel, but the accused must answer all questions directed to him. The accused may ask anyone whom he desires to speak in his behalf.
- D. The accused may request an open trial. As many people as can safely sit in the area in which the trial is to be held may attend the trial upon the request of the accused. Those persons present during the trial are to keep facts of the case secret for the benefit of the parties involved directly. No notes may be taken during the trial by spectators and no information relating to the case may be given or printed unless requested by the accused, regardless of whether the verdict is not guilty or guilty.
- E. The trial shall be called to order by the Honor Council Presi-

dent. The accused and the accuser shall be present when all testimony is given. The accuser shall then relate to the Council the events leading up to the actual confrontation of the accused party. Individually, witnesses for the accuser are then asked to testify. The Council may ask points of clarification following this testimony. The accused is then asked to relate the facts of his involvement in the case. Each witness for the accused shall be heard individually. The Council again may ask questions of the accused and the latter's witnesses for clarification. At this point the accused or any other participants in the trial proceedings (e.g. **advisory counsel for the accused**) may ask questions of the accuser or any witnesses present. Before the Council deliberates, the President shall call for any further comments or questions from any person present. During the Council's deliberation, it may recall the accused, the accuser and any witnesses to question further their testimony. At this time, they may make additional comments.

- F. No person shall be found guilty unless the Council is convinced of the guilt of the accused. The Council shall vote by secret ballot. There shall be no abstaining vote. A verdict of guilty, unless unanimous, may be upon but one dissenting vote. If, upon due deliberation and votes taken, the Council cannot agree unanimously or with a single dissenting vote, the accused shall be acquitted.
- G. Whenever a violation of the Honor Code is proved, the Honor Council will decide upon one of the following:
  1. No dismissal.
  2. Suspension — Dismiss the student for a semester or a definite length of time. After such time, he may reapply to the College through the Office of Admissions and Financial Aid.<sup>1</sup>
  3. Absolute Dismissal — Absolute dismissal shall be imposed by a vote which is unanimous or with one dissenting vote. The Honor Council must impose one of the above penalties. The Honor Council will not take into consideration a previous offense of the accused in determining guilt in a trial. However, the Honor Council may take into consideration a previous verdict of guilty in determining the penalty to be imposed in this trial. All guilty verdicts are recorded on the student's transcript. There will be public statement following the trial (in the case of a verdict of guilty) regarding the type of case and the penalty imposed. It shall be the practice of the Honor Council to give such publicity of the facts of a case resulting in guilt as shall be



considered advisable.<sup>1</sup>

- H. Minutes of the trial shall be kept by either an employed stenographer or tape recorder, or both. These minutes shall be in the custody of the Honor Council President, and it shall be his duty to see that they are properly stored for safekeeping. In the case of a verdict of not guilty, the minutes of the trial shall be destroyed immediately. In the event of a guilty verdict, the minutes shall be typed and kept on file by the Honor Council President. The transcript of the trial shall only be open to inspection by any person who may satisfy the Honor Council of his legitimate interest in the case. No notes or memoranda shall be permitted to be made from the transcript. During the inspection of these minutes, at least two Council members shall be present.
- I. A case resulting in a verdict of guilty may be reopened only upon the offering of new evidence bearing directly upon the question of guilt or mistrial. Any person seeking to reopen a case shall appear before the Honor Council and state the nature of the evidence. The Council shall then consider whether the evidence is sufficient to warrant a retrial. If a case is reopened, it is to be entirely retried.
- J. Whenever there is a verdict of guilty, the Honor Council President shall promptly notify the President of the College.<sup>2</sup>

### **Section 3. Appeal**

An accused who has been found guilty of an Honor offense by the Honor Council may, within five days after notification of the decision of the Honor Council, request the President of the College to review the decision of the Honor Council on any one or combination of the following points:

- A. Whether the evidence is sufficient to support the finding of guilt.
  - B. Whether the Honor Council denied the accused procedural due process.
  - C. Whether the penalty was too harsh for the offense committed.
- In his request, the student shall set forth all his objections to the action of the Honor Council. Immediately upon receipt of such a request, the President shall notify the President of the Honor Council who shall, as soon as possible thereafter, supply the President with the transcript of the Honor Council hearing. The President of the College shall limit his review solely to the transcript of the Honor Council hearing and shall notify the accused of the results of his review within five days after receiving the transcript of the Honor Council hearing. If after such review the President agrees with the decision of the Honor Council, such de-

cision shall stand and be final. If the President believes that the contentions of the student have merit, he shall remand the case with his comments to the Honor Council for such further proceedings as it deems appropriate.

### **Article V: Ratification**

**Section 1.** This Constitution shall go into effect when approved by two-thirds of the Honor Council and a simple majority of votes cast by the student body and when approved by the Board of Visitors of the College.

### **Article VI: Amendments**

**Section 1.** An amendment to this Constitution may be proposed by the Honor Council. An affirmative vote of two-thirds of the Honor Council and a simple majority of the votes cast by the student body shall ratify an amendment. The Honor Council retains the power of veto over a student petitioned amendment; however, this veto may be overridden upon a petition of 10 percent of the student body. If passed, the amendment shall go into effect when approved by the Board of Visitors of the College.

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<sup>1</sup>**The Executive Committee** of the Mary Washington College Board of Visitors approved on May 15, 1976, the following constitutional interpretations, as adopted by the Honor Council on April 25, 1976, for inclusion with the Honor Council By-Laws:

- a. **Article III, Section 3, Subsection G**, of the Honor Constitution provides that it is the duty of the Honor Council to interpret the Honor Constitution.

#### **Interpretations**

When an accused has been found guilty of an honor offense, and has been punished by suspension or absolute dismissal, it is the Council's interpretation of the Honor Constitution that the period of suspension or dismissal shall commence forthwith. One who has been suspended or dismissed shall have no rights and privileges of a Mary Washington College student, including the right to reside on campus, attend classes, or use College facilities; except one who has been suspended shall be restored to all rights and privileges upon readmission. One who has failed to comply with a judgment of the Honor Council within 36 hours shall be deemed not to have complied forthwith.

In the event a person found guilty by the Honor Council appeals the punishment of the Council, he shall, nevertheless, comply fully with the judgment of the Honor Council until such time as it may be changed.

- b. **Article IV, Section 2, Subsection G-3**, provides for publicity of the results of procedures under the Honor Constitution.

**Interpretations**

The Honor Council President shall notify the parent, guardian or such other responsible person shown on the official records of the student enrolled of a determination of guilt of such student.

<sup>2</sup>Whereas, **Article IV, Section 2, Subsection G-3**, provides for publicity of the results of procedures under the Honor Constitution, and Whereas, the Honor Council, in meeting assembled on the 25th day of April, 1976, took action with regard to such publicity as follows:

**Resolved:** that the Honor Council President shall notify the parent, guardian or such other responsible person shown on the official records of the student enrolled, of a determination of guilt of such student.

## **STUDENT-FACULTY DISPUTES**

An Academic Review Board composed of elected students, faculty members and the Dean of the College exists to hear complaints between a student and a faculty member which have not been resolved at a lower level. The Board will consider complaints brought by a student such as classroom attendance and performance, grading practices, unreasonable tests, papers and assignments, inaccessability for assistance outside of class and unwillingness to listen or insensitivity to reasonable suggestions and problems. Details of the procedure and the responsibility of the Board may be obtained from student departmental representatives or from the Dean of the College.



# Clubs and Organizations

## **INTER-CLUB ASSOCIATION**

The Inter-Club Association (ICA) of Mary Washington College is an organization composed of all recognized clubs and honor societies of the College. The presidents of these organizations represent their respective groups at Association meetings held three times a year.

The purpose of ICA is to coordinate an overall program of organizational activities for all members of the organization; to act as an agency for discussion of problems of the organizations; and to enable each student to derive the greatest possible benefit from the extracurricular activities of the College.

The Inter-Club Council, the governing body of ICA, is responsible for providing an Open House for all the clubs, presiding over the honorary tapping ceremonies, admitting new clubs, sponsoring Family Weekend and evaluating and coordinating club activities. Included on this council are four executive officers: the President, elected by the student body; Vice President, Secretary and Treasurer, elected by the Association. Also serving on the Council are elected representatives from each of the following seven divisions: Fine Arts, Language, Miscellaneous, Recreational, Religious, Science and Social Science.

## **Afro-American Club**

Purpose: to stimulate an interest and understanding of the Black Culture.

Requirement: any member of the College community with an interest in Black Culture.

**All-Campus Activities Club**

Purpose: to raise funds for, and to provide activities for, the College community on weekends, as well as on weekdays.

Requirement: open to all interested students and faculty.

**Alpha Phi Sigma — National Honorary Scholastic Fraternity**

Purpose: to recognize high scholastic achievement.

Requirement: a 3.25 average and 60 semester hours.

**Alpha Psi Omega — National Honorary Dramatic Fraternity**

Purpose: to promote excellence in Theater Arts.

**American Chemical Society — MWC Student Affiliate Chapter**

Purpose: to provide students interested in chemistry and chemical engineering with greater insight into these fields and to instill a sense of professionalism in these future scientists.

Requirement: more than 12 hours of chemistry. Dues must be paid to the American Chemical Society at student rates.

**American Civil Liberties Union**

Purpose: to provide legal information to the College student community.

Requirement: open to any member of the College community.

**Baptist Student Union**

Purpose: to attain personal growth, as well as to minister to the needs of fellow students.

Requirement: open to any member of the College community.

### **Campus Christian Community**

**Purpose:** to bring about a synthesis of many diverse elements and interests in Christian fellowship, to create a deeper awareness of the role of the Christian on campus and in the community, to strengthen its participants in the Christian faith and to provide an outlet for spiritual expression and growth by the united ministries of the Disciples of Christ, Episcopal, Lutheran, Presbyterian and United Methodist communities.

**Requirement:** interest in the purpose of the organization.

### **Chi Beta Phi — National Honorary Scientific Fraternity**

**Purpose:** to promote interest in science by scientific investigation, lectures by prominent scientists, papers prepared by regular members and general discussion.

**Requirement:** must be a declared major in biology, chemistry, geology, mathematics, physics or medical technology with a 3.5 average in 20 semester hours of math and science; 3.0 average in all other courses.

### **Christian Fellowship — Chapter of Inter-Varsity**

**Purpose:** to deepen and strengthen the spiritual life of participants through Bible study and prayer, to witness to others about Jesus Christ and to help them come to know Him personally and to promote interest in world evangelism.

**Requirement:** open to all interested students and faculty. Participants are expected to recognize the purpose of the organization.

### **Christian Science Organization**

**Purpose:** to provide a spiritual center for those interested students and to promote the understanding of the principles of Christian Science.



### **Circolo Italiano**

Purpose: to promote an opportunity for students of Italian culture to pursue their interests.

Requirement: open to any member of the College community.

### **Civitan Club**

Purpose: to provide for a more desirable environment in which to live, campus and community-wide.

Requirement: open to all interested members of the College community.

### **Day Students Association**

Purpose: to unify day students with residential students; to **keep day students** better informed of campus activities; to promote participation, cooperation and fellowship.

Requirement: attend Mary Washington College as a day student.

### **Der Deutsche Verein**

Purpose: to pursue the romantic and cultural aspects of Germany and other German-speaking countries.

Requirement: no specific language requirement is needed, although students of German are particularly urged to join.

### **Ecology Club**

Purpose: to seek information about our environment and to encourage an active interest and participation in its maintenance and improvement, and to maintain an active relationship with the Fredericksburg community.

Requirement: an interest in the purpose of the club.

### **El Club Espanol**

Purpose: to promote an interest in the Hispanic culture and language; provides an opportunity for students of Spanish to enjoy the songs, dances, foods and customs of all Spanish

countries, and raise scholarship funds for a student studying abroad.

Requirement: an interest in the purpose of the club.

### **Eta Sigma Phi — National Honorary Classics Fraternity**

Purpose: to promote and stimulate interest in and study of the language, literature, art and history of ancient Greece and Rome.

Requirement: 12 hours in Classics courses, at least 9 of which must be translation, with a B average.

### **Fencing Club**

Purpose: to develop interest and skill in fencing.

Requirement: interest and some experience in fencing.

### **Gamma Theta Upsilon — International Honorary Geographical Society**

Purpose: to further professional interest in geography by affording a common organization for those interested in this field.

Requirement: overall 2.6 average; 3.25 average in 15 hours of geography.

### **Hoofprints**

Purpose: to develop interest and skill in horsemanship.

Requirement: the completion of the equivalent amount of hours required for one semester in equitation.

### **International Relations Club**

Purpose: to further an interest in and a knowledge of past and present international affairs.

Requirement: an active interest in international affairs.

### **Kappa Delta Pi — Nu Xi Chapter**

**Purpose:** to uphold the ideals of knowledge-duty-power, to promote a closer bond among students of Education and to enter into a more intimate fellowship with those dedicated to the cause of teaching as a profession, to promote high standards of preparation for teaching and to invite into bonds of fellowship those who have attained excellence of scholarship and distinction of achievement as students and servants of education.

**Requirement:** overall 3.0 average; 3.0 average in education courses; a junior standing and be seeking a Collegiate Professional Certificate.

### **Lambda Iota Tau — National English Honorary Fraternity**

**Purpose:** to promote interest in literary achievement.

**Requirement:** junior or senior English major, 12 hours of upper-level English courses, 3.0 average in major English courses, and 2.8 overall average.

### **Le Cercle Francais**

**Purpose:** to encourage an interest in the French language and culture through various club-sponsored activities.

**Requirement:** active interest in France, its language and culture.

### **Medical Technology Club**

**Purpose:** to promote interest among students and to guide them toward their future in medical technology.

**Requirement:** any student presently enrolled at MWC who has an interest in medical technology.

### **Mortar Board — Senior Honor Society (Cap and Gown Chapter)**

**Purpose:** to recognize seniors who display distinguished ability and achievement in scholarship, leadership and service, provides for cooperation among national chapters, promotes and advances the states of women and advances the status of women and serves and supports the ideals of the College.

**Requirement:** senior, 3.0 over-all average; election.



**Mu Phi Epsilon – National Honorary Music Fraternity**

Purpose: to advance music in America and throughout the world, the promotion of musicianship and scholarship, loyalty to the Alma Mater and the development of a true sisterhood.

Requirement: election on the basis of scholarship, musicianship, character and personality.

**Newman Movement**

Purpose: to foster the spiritual, intellectual and social lives of the Roman Catholic students.

Requirement: Roman Catholic student; activities open to entire College community.

**Omicron Delta Epsilon – National Economics Fraternity**

Purpose: to promote greater interest in and understanding of economics.

Requirement: overall 3.0 average; 3.5 average in 12 hours of economics.

**Organ Guild**

Purpose: to better acquaint members with organ music suitable for church worship.

Requirement: any student who is currently taking organ or any student interested in Church organ music.

**Outing Club**

Purpose: to encourage interest and fellowship in the out-of-doors and to teach skills of outdoor living and recreational activities, such as camping, square-dancing, skiing, canoeing, climbing, hiking and conferences.

Requirement: interest in the purpose of the club.

**Phi Alpha Theta -- National History Honorary Society**

Purpose: to promote the study of history and to recognize those students who have exhibited excellence in that field.

Requirement: overall 3.0 average; 3.2 average in history.

**Phi Sigma Iota — National Honorary Romance Language Fraternity**

Purpose: to prepare students for graduate school and other positions requiring a knowledge of the Romance languages.

Requirement: juniors with a 3.5 average in Romance languages and a 3.0 overall average. A student must be planning to continue with a conversational or literature course in one or more of the Romance languages.

**Physical Therapy Club**

Purpose: to promote an intelligent interest and to provide orientation in the field of physical therapy through the promotion of interaction between club members and physical therapy departments in hospitals, professional schools and rehabilitation centers; and to make available work experiences in the field of physical therapy.

Requirement: anyone with an interest in the field of physical therapy.

**Pi Gamma Mu — National Social Science Honorary Society**

Purpose: to improve scholarship in the social studies; to inspire social service to humanity and to promote mutual understanding among all peoples.

Requirement: 20 semester hours in social studies and a B average with no failures in any subject.

**Pi Nu Chi**

Purpose: to provide nursing students with information about transfer programs to other Nursing Schools and to give them an opportunity to participate in various social and service activities throughout the year.

Requirement: nursing student.

**Pre-Medical Student Association**

Purpose: to promote an interest in Pre-Medical studies and to provide information about medical schools through speakers, films and trips to Association members. Sponsors the campus Heart Fund Drive.

Requirement: must attend 2 consecutive meetings and show an interest in attending medical school.

### **Psi Chi — National Society in Psychology**

Purpose: to advance the science of psychology; to encourage, stimulate and maintain the scholarship of the individual members in all fields, especially in psychology.

Requirement: psychology majors with an overall GPA of at least 3.0 and an average of 3.25 or better in psychology. At least 12 credit hours of psychology must be counted.

### **Republican Club**

Purpose: to promote the principles of the Republican Party, to educate college students in governmental affairs and to actively support and campaign for the Republican nominees and platforms of the Republican Party.

Requirement: belief in the principles of the Republican Party, payment of annual dues and be within the ages of 18 and 40.

### **Russian Club**

Purpose: to promote a greater interest in and understanding of the language and culture of the Soviet Union.

Requirement: all college students interested in the Russian way of life, language and culture may become members.

### **Sigma Omega Chi — Honorary Society in Sociology**

Purpose: to extend knowledge of sociology and to encourage its practical application toward wholesome personal and social goals.

Requirement: 9 hours in sociology, B average in sociology courses; 2.75 overall average, no failures in preceding semester.

### **Ski Club**

Purpose: the MWC Ski Club was founded to provide films, skiing information and ski trips for students and community



members at a minimum charge and to represent United Skiers of Virginia (Williamsburg) on campus.

Requirement: dues: \$1.25 per annum.

### **Speech Pathology Club**

Purpose: to promote interest in speech pathology on campus, to promote activities which provide an insight into the professional aspects of the major and to promote cohesiveness among students in the Speech Pathology Program.

Requirement: interest in the purpose of the club.

### **Student Education Association**

Purpose: to stimulate an enthusiasm for education through such activities as guest speakers on current educational trends and issues, joint meetings with nearby SEA organizations, attendance at the state convention and membership in national and state professional organizations.

Requirement: an interest in the purpose of the organization.

### **Student Political Alliance**

Purpose: to discuss and act on political issues.

Requirement: interest.

### **Terrapin Club**

Purpose: to promote interest and develop skill in synchronized swimming.

Requirement: try-outs for swimming strokes and stunts; a good scholastic average.

### **Tri-Muse**

Purpose: to take an active interest in the performing arts and to serve as a positive force in support of the Department of Dramatic Arts and Dance.

Requirement: all persons interested in theater arts and dance.

### **Young Americans for Freedom**

**Purpose:** to promote political and economic freedom; to preserve internal order, the provision of national defense, and the administration of justice; to defend the genius of the constitution — the division of powers — summed up in the clause which reserves primacy to the several states, or to the people, in those spheres not specifically delegated to the Federal government.

**Requirement:** belief in individual use of your God-given freewill, whence derives our right to be free from the restrictions of arbitrary force; and that political freedom cannot long exist without economic freedom.

### **RECREATION ASSOCIATION**

Every student enrolled in Mary Washington College is a member of this Association, and there is no fee for membership. The purpose of the Recreation Association is to provide an opportunity for students to participate in a variety of activities, to stimulate an interest in many forms of recreation, to instill a spirit of enjoyment, to create a spirit of good sportsmanship and to cooperate with other campus organizations in promoting and maintaining the highest standards of College life.

#### **Intramurals**

The officers and the council members of the Recreation Association organize intramural activities in volleyball, racquetball, basketball, bridge, tennis, pingpong, flag football, badminton and softball. Additional activities are included in the program as student interest warrants. The Association also sponsors mixers, sports clinics and various demonstrations. Other activities which the Recreation Association sponsors and charges a fee for include ski trips, karate, scuba diving and recreational horseback riding.

The students who participate in the intramural program not only have the pleasure of their participation, they have the privilege of representing their residence hall or day students organization. The residence hall or day student organization with the highest percentage of participation in the intramural program gains possession of the Recreation Association Silver Bowl for the next college session.

The climax of fun for the intramural program comes in the spring on Devil-Goat Day. Students and faculty who come to Mary Washington College in odd years are Devils. The even year entrants are Goats. The events on Devil-Goat Day consist of student-faculty volleyball and softball games, unique relays and the traditional tug-of-war. Following the events of the Day, all students and faculty members enjoy a picnic dinner on the athletic field.

### **Intercollegiate Teams**

Competition is offered in field hockey, tennis and volleyball during the fall season; men's basketball, women's basketball and swimming in the winter season; lacrosse and tennis in the spring season.

Notices concerning organizational meetings for each team will appear in the *College Bulletin* prior to the meeting time. Practices are usually scheduled after 3:30 p.m., Mondays through Thursdays and/or Fridays.

Students are encouraged to participate in the intercollegiate program as players, swimmers, managers, scorers, timers or statisticians. Each position plays an integral role in the success of MWC's intercollegiate teams.

State tournaments climax most of the intercollegiate teams' seasons.

## **PUBLICATIONS**

### **Board of Publications**

The Board of Publications serves in the role of publisher for all student publications drawing support from student



activities fees at Mary Washington College. In this capacity it recommends financial support from student activity funds for the maintenance of these publications, and while it guarantees editorial freedom for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression, it also ascertains that each publication is complying with its own general statement of policy. Grievances against any of the publications may be brought to the Board.

### ***The Battlefield***

The College yearbook, *The Battlefield*, captures in words and pictures the student year. A student publication, it contains pictures of the administration, faculty and students, as well as of all the clubs and other activities which make up student life.

### ***The Bullet***

*The Bullet*, the campus newspaper, is published weekly. Pictures and articles about recent events and important upcoming events, editorials and letters to the editor on controversial subjects of current interest to the student are featured.

### ***Aubade***

*Aubade*, published annually, is the campus literary and arts magazine produced to publicize the literary and artistic talents of students and to encourage such work. It contains short stories, plays, poems and graphics by Mary Washington students and faculty.

**PRESIDENTS OF THE CLUBS**

Afro-American Club . . . . .	Beverly Wood
All-Campus Activities Club . . . . .	Robin Campbell
Alpha Phi Sigma . . . . .	Paul Slayton
Alpha Psi Omega . . . . .	To be elected
American Chemical Society . . . . .	Drucilla Davis
American Civil Liberties Union . . . . .	To be elected
Baptist Student Union . . . . .	Pam Gardner
Campus Christian Community . . . . .	Tina Trotta
Chi Beta Phi . . . . .	To be elected
Christian Fellowship, Chapter of Inter-Varsity . . . . .	Beverly Dounly
Christian Science Organization . . . . .	To be elected
Circolo Italiano . . . . .	Amy Hardigai
Civitan Club . . . . .	Melinda Peed
College Republicans . . . . .	To be elected
Day Students Organization . . . . .	Bill Leighty
Der Deutsch Verein . . . . .	Sharon Fannin
Ecology Club . . . . .	Beverley Wilson
El Club Espanol . . . . .	Linda Meeker
Eta Sigma Phi . . . . .	To be elected
Fencing Club . . . . .	To be elected
Gamma Theta Upsilon . . . . .	To be elected
Hoofprints Club . . . . .	Winona Schlam
International Meditation Society . . . . .	To be elected
International Relations Club . . . . .	Michele Franzoni
Kappa Delta Pi . . . . .	Diane Costello
Lambda Iota Tau . . . . .	To be elected
Le Cercle Francais . . . . .	Pam Noss
Medical Technology . . . . .	Gale Waddy
Mortar Board . . . . .	To be elected
Mu Phi Epsilon . . . . .	Anita Hotchkiss
Newman Movement . . . . .	Ann Conway
Omicron Delta Epsilon . . . . .	To be elected
Organ Guild . . . . .	Margaret Tillery
Outing Club . . . . .	To be elected

Phi Alpha Theta . . . . .	To be elected
Phi Sigma Iota . . . . .	Jayne Catullo
Physical Therapy Club. . . . .	Margaret Nichols
Pi Gamma Mu . . . . .	To be elected
Pi Nu Chi . . . . .	Janice Esleeck
Pre-Medical Student Association. . . . .	Nice Singletary
Psi Chi . . . . .	To be elected
Russian Club . . . . .	Pat Reny
Sigma Omega Chi . . . . .	To be elected
Ski Club . . . . .	Nice Singletary
Speech Pathology Club . . . . .	Wendy White
Student Education Association . . . . .	To be elected
Student Political Alliance . . . . .	To be elected
Terrapin Club . . . . .	To be elected
Tri-Muse . . . . .	Mary Byrd
Young Americans For Freedom . . . . .	Daria Novak

### HONOR COUNCIL

President . . . . .	Beth Craig
Senior Representatives . . . . .	Debra Dawson
. . . . .	Vicki Sprague
Junior Representatives. . . . .	Zoe Fries
. . . . .	Linda Stango
Sophomore Representatives . . . . .	Janet de la Concepcion
. . . . .	Beth Innis
Freshman Representatives . . . . .	To be elected
. . . . .	To be elected

### STUDENT ASSOCIATION

President . . . . .	Gwen Phillips — X308
Vice President . . . . .	Kathleen Diehl — X521
Academic Affairs Chairman . . . . .	Drucilla Davis — X320
Judicial Chairman . . . . .	Phyllis Quinn — X522
Student Association Whip . . . . .	Alan Schwalbe — X523



### Advisers

Residential Council President . . . . .	To be elected
Class Council President . . . . .	Carolyn Alexander
Day Student President . . . . .	Bill Leighty

### Senate Committee Chairmen

Finance . . . . .	Debbie Blauvelt
Publicity . . . . .	Mary Gilson
Rules and Procedures . . . . .	Zoe Fries
Special Projects . . . . .	Debbie Jordan
Student Organizations and Procedures . .	Linda Brown
Welfare . . . . .	Jeanne Walker

### Judicial Court Members

Seniors . . . . .	Michele Franzoni
. . . . .	Vicky Neilson
Juniors . . . . .	Cindy Reeves
. . . . .	Sharon Green
Sophomores . . . . .	Nancy Ives
. . . . .	Jane Daniels
Freshmen . . . . .	To be elected
. . . . .	To be elected

### CLASS COUNCIL

President . . . . .	Carolyn Alexander
Secretary/Treasurer . . . . .	Karen Hertzel
Publicity Chairman . . . . .	Barbara Goliash

### Senior Class

President . . . . .	Carolyn Alexander
Vice President . . . . .	Manon M. Moynihan
Secretary/Treasurer . . . . .	Karen Hertzel
Publicity Chairman . . . . .	Susan Perkins

### Junior Class

President . . . . .	Regan Mulreany
Vice President . . . . .	Vicki Fotopoulos
Secretary/Treasurer . . . . .	Jean Alexander
Publicity Chairman . . . . .	Karen Reckmeyer

### **Sophomore Class**

President . . . . .	Lisa Bratton
Vice President . . . . .	Leia Demet
Secretary/Treasurer . . . . .	Peggy Earl
Publicity Chairman . . . . .	Barbara Goliash

### **Freshman Class**

President . . . . .	To be elected
Vice President . . . . .	To be elected
Secretary/Treasurer . . . . .	To be elected
Publicity Chairman . . . . .	To be elected

### **INTER-CLUB ASSOCIATION**

President . . . . .	Nancy Dolan
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### **RESIDENTIAL COUNCIL**

President . . . . .	To be elected
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### **Residential Hall Presidents**

Ball (See Tri-Unit)	
Brent . . . . .	Sara Waters
Bushnell . . . . .	Bernard Skibinsky
Custis (See Tri-Unit)	
Framar . . . . .	Debbie Blauvelt
Jefferson . . . . .	Kathy Kenney
Madison . . . . .	Don Fetterman
Marshall . . . . .	Jennifer Boyd
Marye . . . . .	Maggie Sandillo
Mason . . . . .	Barb Watson
Randolph . . . . .	Gayle Weinberger
Russell . . . . .	Pam Gardner
Tri-Unit . . . . .	Daphne Forbes
Virginia . . . . .	Janna Steppe
Westmoreland . . . . .	Greg Gant
Willard . . . . .	Lora Bannister

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## NOTES





Mary  
Washington  
College

Fredericksburg,  
Virginia 22401